

ICS

Incident Command System

Process, Organization, Language, and Forms for Oil Spill Response Management



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ICS

In the 1970's, the Incident Command System (ICS) was developed to provide a consistent organization for emergency response. Within the U.S. oil spill response community, ICS has become the standard emergency response management system and has been adopted by the U.S. Coast Guard and many state response agencies. Positions within the ICS are clearly defined, and have specific functions, ensuring that all responders to a spill, regardless of company or agency, know where they belong in the response organization, and what to do in that position.



Working with Federal, state and corporate clients, Genwest personnel provide on-scene emergency response information support, comprehensive training and effective response management and support tools. As a part of a nationally recognized government/industry task force, Genwest personnel played a crucial role in the customization of the ICS for oil spill response. We have applied our experience with many clients in the design, development and implementation of training and exercises. Our expertise has been developed and tested throughout our 19 years of experience in the management of information relating to environmental and safety issues surrounding the transportation, storage, use, and accidental discharge of oil and hazardous materials.

INFORMATION FLOW

Our experience has shown that the key to effective implementation of the ICS is understanding the importance of information flow. Since 1981, Genwest Systems Inc. has provided our clients with innovative information management solutions to facilitate the flow and synthesis of crucial emergency response information. In that time we have learned that while the techniques and tools may change rapidly, the need for information that is accurate, timely, and appropriate has not changed. This manual and our ICS training and trainer's manual highlight the importance of information flow.

THIS MANUAL

This manual is procedures and products based and is meant to be a quick-reference guide from which the reader can easily determine the responsibilities of a specific position within the ICS structure. It is designed to assist people who will be called out of their normal jobs during a spill or drill to operate within an ICS organization. The primary focus is to specify the products and tasks for each position. The general position responsibilities are stated, but attention is focused on ICS procedures, forms, or other products and potential information sources. Recognizing that an emergency response phase is a part of all spill responses, and that the majority of actual spills are small and are handled without a full ICS, we have broken the Emergency Response Phase out into a separate section.

We have put information into checklists, charts, and other quickly accessible formats so that as much information as possible can be seen at a glance. Since this manual is designed as a quick-reference guide that is meant to be used and not shelved, we have kept long text blocks to a minimum and made the information as easily accessible as possible. As such, this Genwest ICS Manual compliments but does not replace the need for comprehensive information-flow based ICS training. Both are key facets of a complete understanding and effective implementation of the ICS process.

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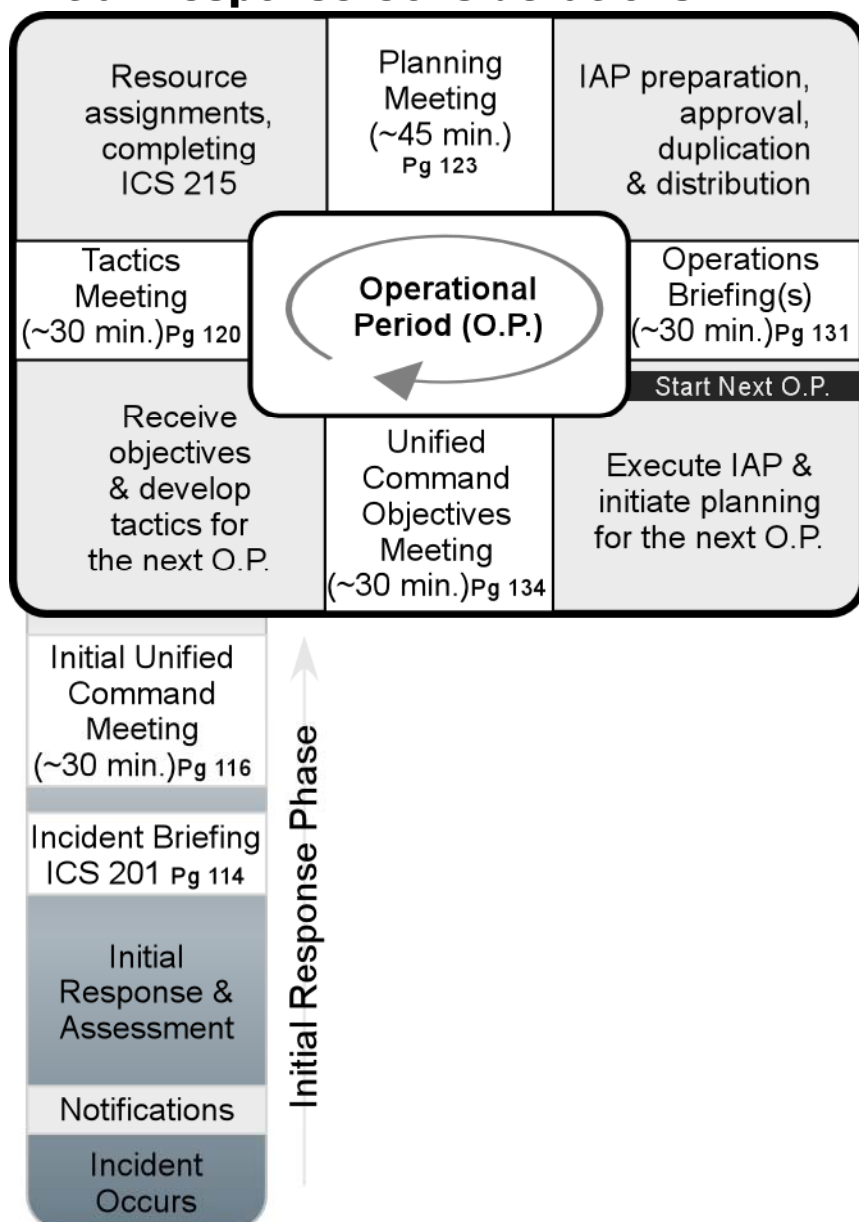
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Initial Response Phase

Initial Response Considerations



▪ **Operational Period.** The Operational Period defines the complete planning cycle leading to the development of an approved IAP. The timing required for this cycle can be confused with a standard industrial “shift” cycle. It is possible and common for one Operational Period to contain two or more shift changes

▪ **NOTE:** A 24-hour Operational Period has proven to be the shortest effective planning cycle for efficient oil spill response. Since most response work is done during the daylight hours, this allows the people who are actively managing the operations to be involved in planning for what they will be managing tomorrow. The night shift can then prepare for implementation and dissemination of the approved IAP. Choosing a 12-hour Operational Period compresses the plan implementation cycle, leaving little room for evaluation of progress and modification of the plan in response to situation changes

↶-----Beginning of Initial Response

Initial Response Considerations

Every response to an oil spill, of any size, has an initial emergency response phase. This starts when the incident occurs and the spill is observed, whether it is four quarts spilled at a fuel pier or four thousand barrels spilled from a tanker.

This initial response phase includes: the initial observation and report by the person discovering the incident; the required internal and external notifications; immediate and continuous evaluation of the safety of possible responses; immediate steps to control the source; activation of local response resources; constant assessment of the situation (the source, spill size, spill potential, response actions and environmental conditions); and evaluation of the need or requirement to set up an ICS organization (see suggested criteria at the top of page 3). The initial Incident Commander (IC) usually manages the response using a series of informal meetings and conversations to gather information from the initial response team and give direction to the response. Depending on the size and / or impact of the incident, the demands on the IC can increase quickly and additional personnel can be assigned to critical tracking and communications functions. These initial assignments form the core of a response management organization, performing crucial Incident Command System (ICS) functions even before a formal ICS process is initiated. The ICS is designed to be flexed to match the size, phase and type of incident response required.

Experience has shown that many responses will be completed without going beyond the initial response phase. The check lists on the following pages are designed to assist the initial IC in managing the response and in determining whether or not to launch an ICS organization.

Initial Response Check Lists**Person discovering incident**

- ☐ Safety first - evaluate situation, the feasibility of a safe response, and actions needed
- ☐ Call for help (if necessary)
- ☐ Make needed notifications as per approved plan
- ☐ Control the source
- ☐ Evaluate situation, actions taken, and potential need for additional response resources
- ☐ Brief Initial Incident Commander

Initial Incident Commander

- ☐ Receive briefing from initial person discovering incident
- ☐ Evaluate the safety of the situation
- ☐ Identify Initial Safety Officer
- ☐ Evaluate the response situation
- ☐ Evaluate need for additional response resources
- ☐ Activate additional resources, as necessary
- ☐ Set typical initial objectives:
 - Evaluate all proposed actions for safety first
 - Control source and contain spill
 - Protect the environment (implement ACP / GRP)
 - Clean up impacted areas
- ☐ Designate a Command Post - Clearly define:
 - Location
 - Communications methods
 - Person to maintain
 - Situation display area
- ☐ Document actions and decisions, using ICS 201, or other forms as appropriate
- ☐ Manage the response, evaluating the need for delegation of responsibilities
 - Suggested initial delegation of responsibility:
 - Management of overall site safety
 - Management of response operations (Operations)
 - Equipment and personnel ordering (Logistics)
 - Situation and response tracking (Planning)

▪ **Underlined items**
should be frequently reassessed during the Initial Response

▪ **Frequently Reassess**

- ☞ SAFETY: People & Situation
- ☞ Response effectiveness
- ☞ Needed resources
- ☞ People
- ☞ Equipment
- ☞ Record Keeping
- ☞ Costs
- ☞ Document actions & decisions
- ☞ Delegation of Responsibility

Initial Response Phase

(continued)

Initial Incident Commander (cont.)

- ☐ Evaluate need to form and staff a functional Incident Command System organization
 - Suggested evaluation criteria:
 - Requirements in standard operating procedures or approved plans
 - Size of initial or potential spill exceeds immediate response capability
 - Release or type of product threatens public health or the environment
 - On-scene response of state and / or federal personnel anticipated
 - High level of media interest (even on a small spill)
- ☐ Delegate responsibility to activate and monitor ICS setup and readiness
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

- **Underlined items** should be frequently reassessed during the Initial Response
- **Frequently Reassess**
 - ☞ SAFETY: People & Situation
 - ☞ Response effectiveness
 - ☞ Needed resources
 - ☞ People
 - ☞ Equipment
 - ☞ Record Keeping
 - ☞ Costs
 - ☞ Document actions & decisions
 - ☞ Delegation of Responsibility

Initial Safety Officer

- ☐ Conduct a hazard analysis addressing hazard identification and personnel protection
- ☐ Evaluate the health and safety threats to public and responders
- ☐ Evaluate the need for monitoring public and responder safety
- ☐ Develop a brief initial Site Safety Plan
- ☐ Monitor the environment and personnel for changes
- ☐ Provide incident-specific safety briefings as needed

Initial Operations Section Chief

- ☐ Evaluate all response actions for safety and effectiveness
- ☐ Implement response objectives
- ☐ Control source
- ☐ Contain spill
- ☐ Protect the environment (implement Area Contingency Plan / Geographic Response Plan)
- ☐ Clean up impacted areas
- ☐ Assign and manage all operational response personnel and equipment
- ☐ Request additional resources as needed

Initial Logistics Section Chief

- ☐ Order requested personnel and equipment for Operations
- ☐ Track ordered resources and estimated time and place of arrival
- ☐ Maintain a record of all orders and costs

(continued)**Initial Response Phase****Initial Planning Section Chief**

- ☐ **Maintain communications with Operations and Logistics**
- ☐ **Maintain a situation display summarizing the present status of all spill response activities**
- ☐ Post tide information, weather forecasts, and spill trajectories
- ☐ On the ICS 201 form, maintain a log of response actions (ICS 201 page 2), ordered equipment and personnel (ICS 201 page 4) and organization assignments (ICS 201 page 3)
- ☐ Initiate resource tracking
- ☐ Review applicable ACP / GRP to assure compliance and recommend additional actions
- ☐ Communicate with State Environmental Staff to verify initial protection strategies and priorities

Launch Full ICS with 201 Briefing conducted by Initial Incident Commander

- ☐ Prepare / Finalize the ICS 201 in preparation for the Initial Briefing
- ☐ Designate a time and place for the ICS-201 Briefing and notify UC, Command, and General Staff
- ☐ Conduct ICS 201 Briefing with IC / UC (See Meetings tab page 114), or to incoming personnel as needed
- ☐ Provide input to the Initial Unified Command Meeting (See Meetings tab page 116)

▪ **Underlined items** should be frequently reassessed during the Initial Response

▪ **ICS 201 Includes:**

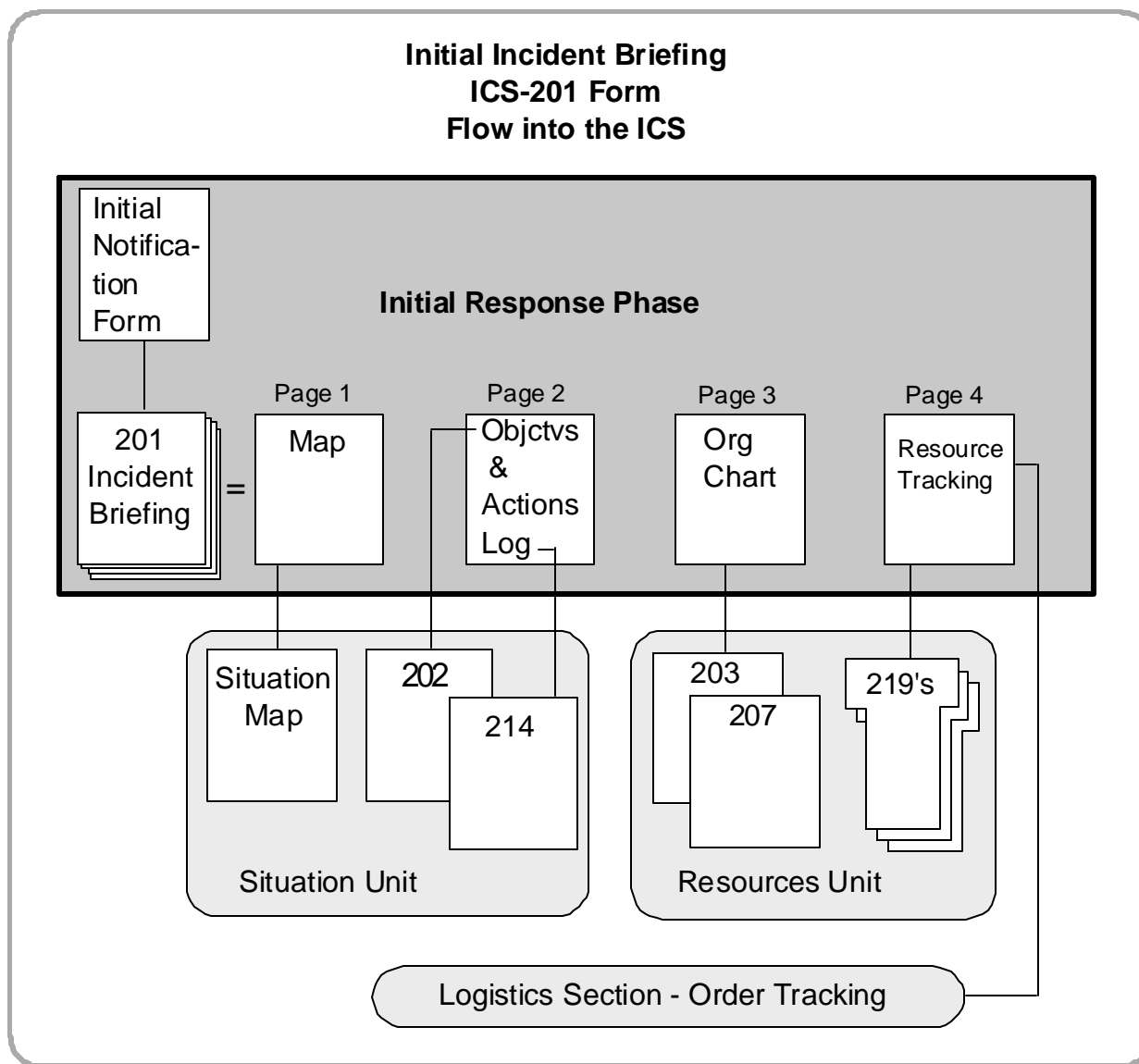
- ☞ Situation Map
- ☞ Response actions taken
- ☞ Organizational assignments
- ☞ Equipment & personnel deployed (see pg 6 for Information Flow Diag.)

▪ **ICS 201** This ICS Form is the primary vehicle for documenting and communicating the situation and the response thus far to ALL members of the ICS organization.

▪ **Enhanced ICS 201 usage:**

If the response goes beyond the initial response phase, the ICS 201, enhanced with other information and forms, can continue to be used as an action plan for the first operational period.

Prepare It WELL!



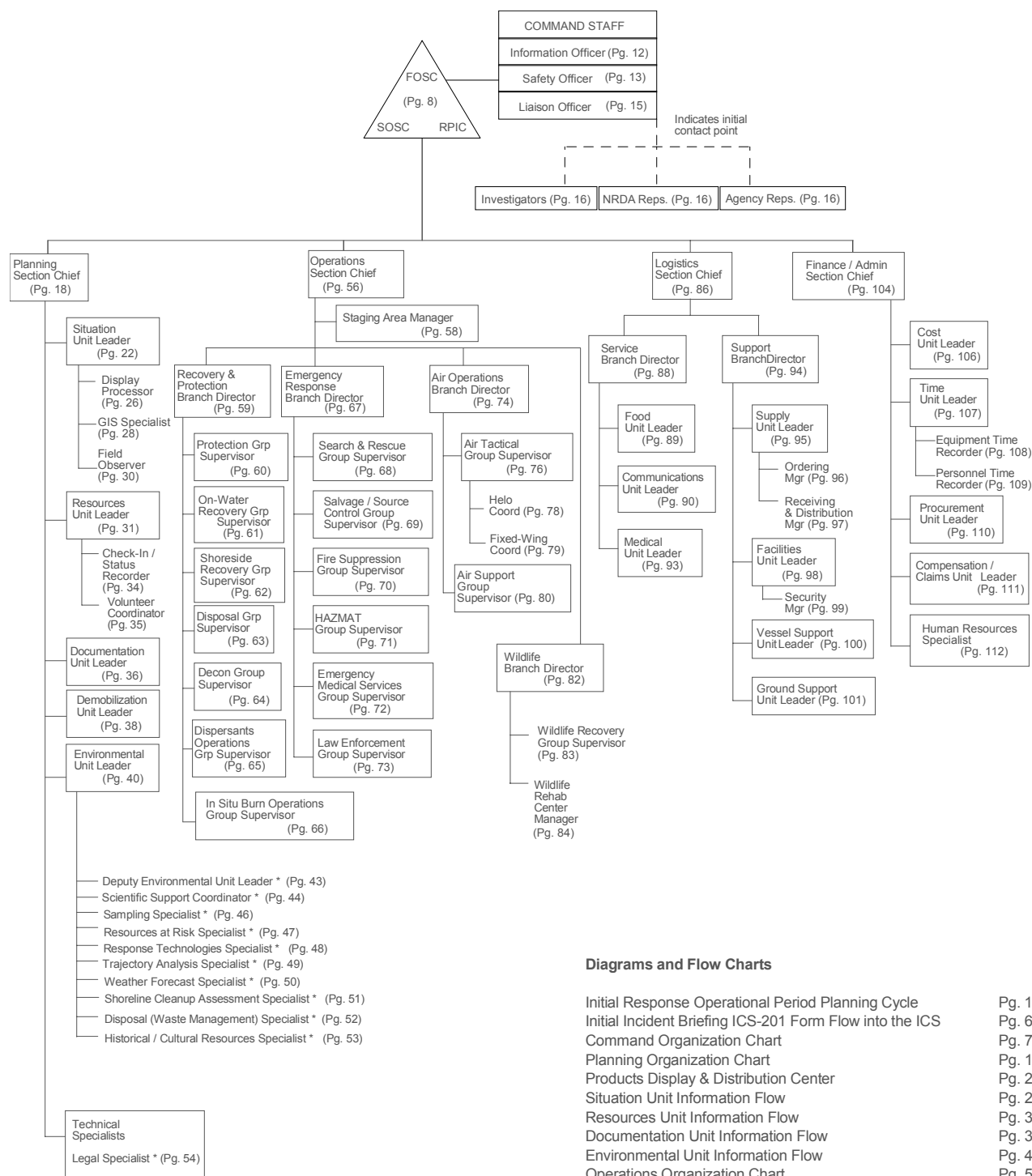
ICS 201: The End, or just the End of the Beginning

The majority of spills are small enough to be handled by a few local responders without the need for setting up an ICS organization. In these cases, the ICS 201 form can be used for recording the actions taken and the final resolution of the incident, and in this way can be a convenient formatting tool for a final incident report.

If a larger response is required, then the ICS 201 Briefing (See Meetings tab page 114) ends the initial response phase and starts the first ICS planning cycle. As shown in the diagram above, the ICS 201 form is normally used to feed critical response information into the ICS organization to jump-start the various ICS tracking and monitoring tools. The IC / UC may want the ICS 201 to be a static document showing a time-slice of the response at the launch of the ICS, with the data being immediately available to the response organization. Alternately, the IC / UC may want the ICS 201 to be used as a living document being actively updated to serve as a very basic Incident Action Plan during the first operational period while the IAP for the next Operational Period is developed.

Command

Organization Chart



* Possible Assignment of Technical Specialists

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Unified Command

Command

While a single Incident Commander normally handles the command function, an ICS organization may be expanded into a Unified Command for complex responses which cross jurisdictional boundaries or involve multiple agencies with geographic or functional jurisdiction. The Unified Command brings together the "Incident Commanders" of all major organizations involved in the response to function as a team with a common set of incident objectives and strategies.

The Unified Command will typically include:

- The pre-designated Federal On-Scene Coordinator (FOSC)
- The State On-Scene Coordinators (SOSC(s))
- The Incident Commander for the responsible party (RPIC)
- Other incident commanders or on-scene coordinators (as appropriate) e.g. Local On-Scene Coordinator (LOSC), Tribal On-Scene Coordinator (TOSC), etc.

Actual Unified Command makeup for a specific incident will be determined on a case-by-case basis taking into account:

- Specifics of the incident
- Determinations outlined in the Area Contingency Plan and local plans
- Decisions reached during the initial meeting of the Unified Command

The makeup of the Unified Command may change as an incident progresses, in order to account for changes in the situation.

Under Unified Command, the various jurisdictions and / or agencies, and non-government responders may blend together throughout the Incident Command System organization to create an integrated response team.

The Unified Commander will assure that Liaison will meet with the Natural Resource Damage Assessment Representative, Environmental Unit Leader, and the Operations and Planning Section Chiefs to establish coordinated division and beach segment identifiers and boundaries.



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and **brief subordinates**
- ☐ **Manage the incident response**
- ☐ **Direct activities**, including development & implementation of overall objectives & strategies
- ☐ At the beginning of each new Operational Period, **assess progress**, review general objectives and develop specific objectives for the next Operational Period

Effective Unified Command. The Unified Command sets the tone for the rest of the response. If the Unified Command can communicate openly with each other without surprises, this will foster an integrated response environment

▪ **Drill versus Real Response.**

Strive to maintain the same intensity at drills as in a real response. In drill situations, don't waste time arguing with the scenario or script. Drills are learning opportunities as well as tests

▪ **Communicate.** Successful communications are critical to a successful response or drill. Frequent UC encouragement of communication across sections and with the JIC is important

▪ **First – Things – First.** Quickly get the objectives, determination of Operational Period and an approved meetings schedule out of the Initial Unified Command Meeting, which can (and should) be a brief meeting. After these products are released, the UC can continue to meet and build consensus on other management topics

▪ **Objectives, Objectives, Objectives.** The ICS planning process is Management-By-Objectives. Be aware that other members of the Unified Command may not realize the importance of getting the objectives (both general and specific to the next Operational Period) completed and into the hands of the PSC for use in developing appropriate tactics



Tasks & Responsibilities (cont.)

- ☐ Approve the ordering and releasing of resources
- ☐ Facilitate and coordinate effective involvement of various agencies and responders
- ☐ Link other organizations responding to the incident, & provide a forum for consensus decisions
- ☐ Assure that the various jurisdictions and/or agencies, and non-government responders blend together throughout the ICS organization to create an integrated response team
- ☐ Assure that assisting or cooperating agencies that are not part of the Unified Command can participate through Agency Representatives working with the Liaison Officer
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation. (i.e. Press Briefing)

- **Management-by-walking around.** UC members should try not to get trapped in a command room, but to engage in “Management-by-walking-around” as often as possible, monitoring the response through the Situation and Resources displays, checking with Command and General Staff, and others to verify progress and provide focused direction and encouragement
- **Staffing.** The UC should monitor staffing to ensure that someone is always available in each command group and section to receive and provide correct, current information
- **Meeting Attendance.** The UC should monitor the meeting attendance to ensure that only those required attend, and that the response continues smoothly during meetings and meals
- **Planning Cycle = NEXT Operational Period.** The planning cycle and the associated meetings and forms are all focused on the next Operational Period. The planning cycle meetings are not UC situation briefings
- **Staggered Shift Changes.** Staggered shift changes and meal breaks within the command post staff may help to maintain continuity in the response
- **Salvage / Source Control.** Salvage and / or Source Control operations are often unique and significant enough to establish a separate branch within the Operations Section to focus on these tasks
- **Review** your part in the OP Planning / IAP Meeting Cycle Page 118

Incident Commander

Command

Primary Duty: Responsible for the overall management of the incident

Supervises: Command and General Staff, and other assigned staff



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and **brief subordinates**
- ☐ **Assess the situation** and / or obtain incident briefing from prior Incident Commander
- ☐ **Direct incident activities** including the development and implementation of strategic decisions
- ☐ May assign Deputy Incident Commanders to assist in carrying out Incident Command duties
- ☐ **Determine incident objectives and strategies**, and establish immediate priorities
- ☐ **Ensure adequate safety measures** are in place
- ☐ Establish an incident **command post** and an appropriate **ICS organization**
- ☐ Coordinate with stakeholders through the Liaison Officer
- ☐ Attend **Media Briefings** as needed
- ☐ Organize, assign and brief Command and General Staff
- ☐ Ensure meetings and briefings are scheduled as required
- ☐ **Approve and authorize the IAP** by signing the IAP Cover Sheet
- ☐ Determine information needs and advise Command and General Staff
- ☐ **Coordinate activity for all Command and General Staff**
- ☐ Approve requests for additional resources, and requests for the release of resources
- ☐ Approve the use of trainees, volunteers, and auxiliary personnel
- ☐ Keep agency or authorizing entity informed about the incident status
- ☐ **Authorize release of information to the news media** through Information Officer
- ☐ Ensure incident funding is available
- ☐ **Notify natural resource trustees**, and notify and coordinate with Natural Resource Damage Assessment Representatives (NRDA)
- ☐ Coordinate incident investigation responsibilities
- ☐ Seek appropriate legal council
- ☐ Order demobilization of incident resources, as appropriate

- **Set the TONE.** The Incident Commander can and should set the tone for the response
- ✓ **Management-by-walking-around.** The IC should try not to get trapped in a command room, but to engage in “Management-by-walking-around” as often as possible, monitoring the response through the Situation and Resources displays, checking with Command and General Staff, and others to verify progress and providing focused direction and encouragement
- ✓ **Safety First.** Ensure Safety Officer addresses Safety
- ✓ **Objectives and Strategies.** Set the objectives and strategies early
- ✓ **IC Recorder.** Assign someone to record ALL IC activities on ICS Forms 214 and 214a
- ✓ **Staffing.** Make sure you have adequate staff for span-of-responsibility
- ✓ **Meetings.** Keep meetings FOCUSED and ON TIME
- **Media Briefings.** Be sure the JIC prepares material and IC and staff for any media briefings



Products

- ☐ **Form 202 Incident Objectives:** This form should be completed following each Planning Meeting. Include in the IAP
- ☐ **Form 203 Organization Assignment List:** Review
- ☐ **Form 207 Incident Organization Chart:** Review
- ☐ **Form 230 Daily Meeting Schedule:** Review
- ☐ **Press Releases:** Review
- ☐ **IAP Incident Action Plan:** Obtain the completed IAP from the Planning Section Chief and review. If approved, sign the IAP Cover Sheet and return it to the Planning Section Chief
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the 214a. Submit form to the Documentation Unit at the end of each Operational Period

- **IC approves IAP.** The Incident Commander should review the IAP Information Flow diagram on page 129 and assure each section is progressing on their respective part
- **Effective Meetings**
 - ☞ Prepare yourself
 - ☞ Stay on time
 - ☞ Prepare meeting room
 - ☞ Enlarged maps posted
 - ☞ Enlarged forms posted
 - ☞ Adequate space
 - ☞ Stay focused on objectives
 - ☞ Required personnel only
 - ☞ Follow the AGENDA



Meetings

- ☐ **Initial Incident Briefing (pg114)** **Facilitate**. Provide basic information regarding the incident situation and resources allocated. Use ICS 201 as the briefing outline
- ☐ **Initial UC Meeting (pg116)** **Facilitate**. The Initial Unified Command Meeting has additional agenda items. Review agenda in preparation for the meeting
- ☐ **Command Staff Meeting (pg135)** **Facilitate**. Coordinate Command Staff functions, responsibilities, and objectives. Schedule as necessary
- ☐ **Tactics Meeting (pg120)** Unified Command members may attend as needed
- ☐ **Planning Meeting (pg123)** **State incident objectives and policy issues**. Approve the work plan as shown on ICS 215(s) for the next Operational Period. Prepare and approve the IAP
- ☐ **Operations Briefing (pg131)** Endorse IAP. **Provide motivational remarks**
- ☐ **UC Objectives Meeting (pg134)** **Review / identify & prioritize objectives** for the next Operational Period for the ICS 202 form. Objectives from the previous operational period are reviewed and any new objectives are identified
- ☐ **Media Briefing (pg135)** Not required to attend, but usually your presence (along with assisting response organization members) will be featured to address a particular issue

Information Officer

Command

Primary Duty: Responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations

Supervises: Assigned staff

Reports To: Incident Commander and Unified Command



Tasks & Responsibilities

- ☐ **Review responsibilities** and **check in** at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Establish the Joint Information Center (JIC)** as necessary & staff
- ☐ **Determine any limits on information release** from the IC
- ☐ **Develop material** for use in media briefings
- ☐ **Obtain approval** for media releases from Incident Commander
- ☐ **Inform the media** and conduct media briefings
- ☐ Arrange for tours and other interviews or briefings as required
- ☐ Obtain media information that may be useful for incident planning
- ☐ **Maintain current information** summaries and / or displays on the incident
- ☐ Provide information on status of incident to assigned personnel



Products

- ☐ **MBM: Obtain Media Briefing Materials (M135);** The Situation Unit's Display Center will probably be the main source of information; **Submit** them to the Unified Command and participants in Media Briefings before Media Briefings
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Doc Unit at the end of the OP
- ☐ **Form 214a Individual Log:** **Summarize** daily activities, **Submit** to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Initial Incident Briefing (pg114).....Assist** with discussions as appropriate
- ☐ **Command Staff Meeting (pg135).....Assist** with discussions as appropriate
- ☐ **Planning Meeting (pg123)State** media **considerations** regarding the work plan
- ☐ **Operations Briefing (pg131)Give media report**
- ☐ **Media Briefing (pg135)Facilitate**, Brief media & public on response situation, Provide assurance that the response is being handled competently

- ✓ **JIC Process.** The JIC needs to establish unified procedures between all participating JIC members for processing information requests
- ✓ **Toll Free Hotline.** The JIC should immediately establish a Toll Free Phone Number so outside calls are routed directly to the JIC for processing
- ✓ **POST** the Toll Free Number prominently in the Command Post for all to see
 - **Information Flow.** The Joint Information Center should be completely familiar with the products available in the Situation Unit. Review Pages 24-25 for products, distribution and Information flow
 - **Available Information.** Meet with the Situation Unit Leader to define available products and needed production schedules, and to develop clear information flow channels between the Situation unit and the JIC
 - **Environmental Info.** Meet with the Environmental Unit Leader to define specific expertise and products, which could be available to the JIC
 - **Press Briefings.** Ensure UC and selected response personnel are thoroughly prepared for press briefings and meet with them prior to the briefings to give direction

Command**Safety Officer**

Primary Duty: Responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety

Supervises: Assigned staff

Reports To: Incident Commander and Unified Command



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Correct unsafe acts or conditions. May exercise emergency authority to stop or prevent unsafe acts when immediate action is required
- ☐ Document the hazard analysis process during initial response by addressing hazard identification, personal protective equipment, control zones, and decontamination area
- ☐ Perform site characterization to identify all actual or potential physical, biological, and chemical hazards
- ☐ Participate in planning meetings to identify any health and safety concerns inherent in the operations daily work-plan
- ☐ Maintain awareness of active and developing situations
- ☐ Prepare and implement the site specific Health and Safety Plan in accordance with the Area Contingency Plan and State and Federal OSHA regulations
- ☐ Review the IAP for safety implications and include safety messages in each IAP
- ☐ Submit Health and Safety Plan to Unified Command for approval, then post at needed response locations
- ☐ Review and approve the Medical Plan (ICS 206)
- ☐ Investigate accidents that have occurred within incident areas
- ☐ Assign assistants and manage the incident safety organization

- **Consult** with HAZMAT Group Supervisor. Communicate with HAZMAT Group Supervisor to insure awareness of safety concerns/issues
- **Communicate.** Establish and maintain good communications with Emergency Medical Services Group Supervisor
- **Awareness.** Communicate with Law Enforcement Group Supervisor to insure awareness of crowd control/public safety issues
- Review your part in the **OP Planning / IAP Meeting Cycle** Pages 128 - 129

Safety Officer (cont.)**Command****Products**

- ❑ **H&S Plan** *Health and Safety Plan*: Complete and then submit plan to the Unified Command, all Section Chiefs, Operations personnel, and Documentation Unit ASAP upon start-up

The Health & Safety Plan at a minimum should address:

Health and safety hazard analysis for each site, task, or operation

Comprehensive operations work-plan

Personnel training requirements

PPE selection criteria

Site specific occupational medical monitoring requirements

Air monitoring plan and site control measures

Confined space entry procedures (as necessary)

Pre-entry briefings (tailgate meetings) -- initial and as needed

Pre-operations health and safety conference for all incident participants

Quality assurance of Health & Safety Plan effectiveness

- **General Safety**
 - ☞ Health & Safety Plan
 - ☞ Form 202, Section 5
 - ☞ Form 206, Medical Plan
- **Site Specific Safety.** Add site specific Safety Message in:
 - ☞ Form 204, Section 8
 - ☞ Form 204a, Section 11
- **Prepare for Meetings.** Prepare and be concise and direct as to safety concerns. Be sure approved site specific safety instructions are included in Forms 204 and 204a after Planning Meeting

- ❑ **Form 202** *Incident Objectives*: This form should be completed following each Planning Meeting. Include in the IAP
- ❑ **Form 204** *Assignment List*: Add Safety Message as required
- ❑ **Form 204a** *Assignment List Attachment*: Add Safety Message as required
- ❑ **Form 214** *Unit Log*: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ❑ **Form 214a** *Individual Log*: Summary of daily activities. Submit to Documentation Unit at the end of the Operational Period
- ❑ **Form 206** *Medical Plan*: Receive Medical Plan from the Medical Unit Leader (whose responsibility it is to prepare the Medical Plan) and review. Once reviewed, return form to Medical Unit Leader with signature of approval or suggested modifications. This needs to be done ASAP after the plan is submitted to you

**Meetings**

- ❑ **Initial Incident Briefing** (pg114)..... Assist with discussions as appropriate
- ❑ **Command Staff Meeting** (pg135).... Assist with discussions as appropriate
- ❑ **Tactics Meeting** (pg120)..... Attend as needed
- ❑ **Planning Meeting** (pg123) **State safety considerations** regarding the work plan
- ❑ **Operations Briefing** (pg131) **Give safety message**

Command**Liaison Officer**

Primary Duty: Act as the point of contact for assisting and cooperating Agency Representatives

Supervises: Assigned staff

Reports To: Incident Commander and Unified Command



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Identify Agency Representatives, their location, and establish a communications link
- ☐ Identify Natural Resource Damage Assessment Representatives, their location, and establish a communications link
- ☐ Identify Incident Investigators, their location, and establish a communications link
- ☐ Maintain a list of assisting and cooperating agency and Stakeholder group contacts
- ☐ Assist in establishing and coordinating inter-agency contacts
- ☐ Keep agencies supporting the incident aware of the incident status
- ☐ Monitor incident operations to identify current or potential inter-organizational issues and advise the Incident Commander as appropriate
- ☐ Participate in Planning meetings and provide current resource status information, limitations, and capabilities of assisting agency resources
- ☐ Provide information and support to local government officials and stakeholder groups
- ☐ Meet with Operations and Planning Section Chiefs, Natural Resource Damage Assessment Representatives, and the Environmental Unit Leader to establish coordinated division and segment identifiers and boundaries

- **Be PROACTIVE**
 - ☞ Develop a rapport with each agency representative
 - ☞ Assist those who are not part of the Company's Response Team
 - ☞ Seek out potential stakeholders who are NOT present and keep informed
- **Contact List.** Keep a list of Agency contacts, both those in the Command Post and those stakeholders who may have an interest. Keep it Current
- **Prepare for Meetings.** Prepare those Agency Reps who are unfamiliar with the ICS Meetings and how they can or will participate, review agenda

Products



- ☐ **List of Agency Contacts:** Agency contact information. Submit to Documentation Unit ongoing as needed
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize daily activities. Submit to Documentation Unit at the end of the Operational Period

Meetings



- ☐ **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
- ☐ **Command Staff Meeting** (pg135) Assist with discussions as appropriate
- ☐ **Planning Meeting** (pg123)..... State contributing organization / agency considerations regarding the work plan
- ☐ **Operations Briefing** (pg131)..... Give contributing organization / agency reports of concern
- ☐ **Agency Rep Meeting** (pg135) Facilitate Update agency representatives on plans for next Operational Period to ensure that they can support what is expected of them

Agency Representatives

In many incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of the Liaison Officer

Agency Representatives:

- ☐ **Ensure that all agency resources are properly checked-in** at the incident
- ☐ **Obtain briefing** from the Liaison Officer or Incident Commander
- ☐ Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled
- ☐ Attend Briefings and Planning Meetings, as required
- ☐ **Provide input on the use of agency resources** unless resource technical specialists are assigned from the agency
- ☐ **Cooperate fully with the Incident Commander** and the General Staff on agency involvement at the incident
- ☐ Ensure the well-being of agency personnel assigned to the incident
- ☐ **Advise the Liaison Officer** of any special agency needs or requirements
- ☐ Report to home agency or headquarters on a prearranged schedule
- ☐ Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident
- ☐ Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
- ☐ Ensure that all required agency forms, reports, and documents are complete prior to departure
- ☐ **Meet with the Liaison Officer or Incident Commander for debriefing prior to departure**

Note: NRDA and Incident Investigation activities generally do not occur within the structure, processes, and control of the Incident Command System

▪ Know Where To Go

- ☞ The Liaison Officer is your primary point-of-contact for help
- ☞ Familiarize yourself with the Situation Unit and Products Display & Distribution Center for current response status
- ☞ The Joint Information Center (JIC) will provide approved materials for outside distribution

NRDA Representative

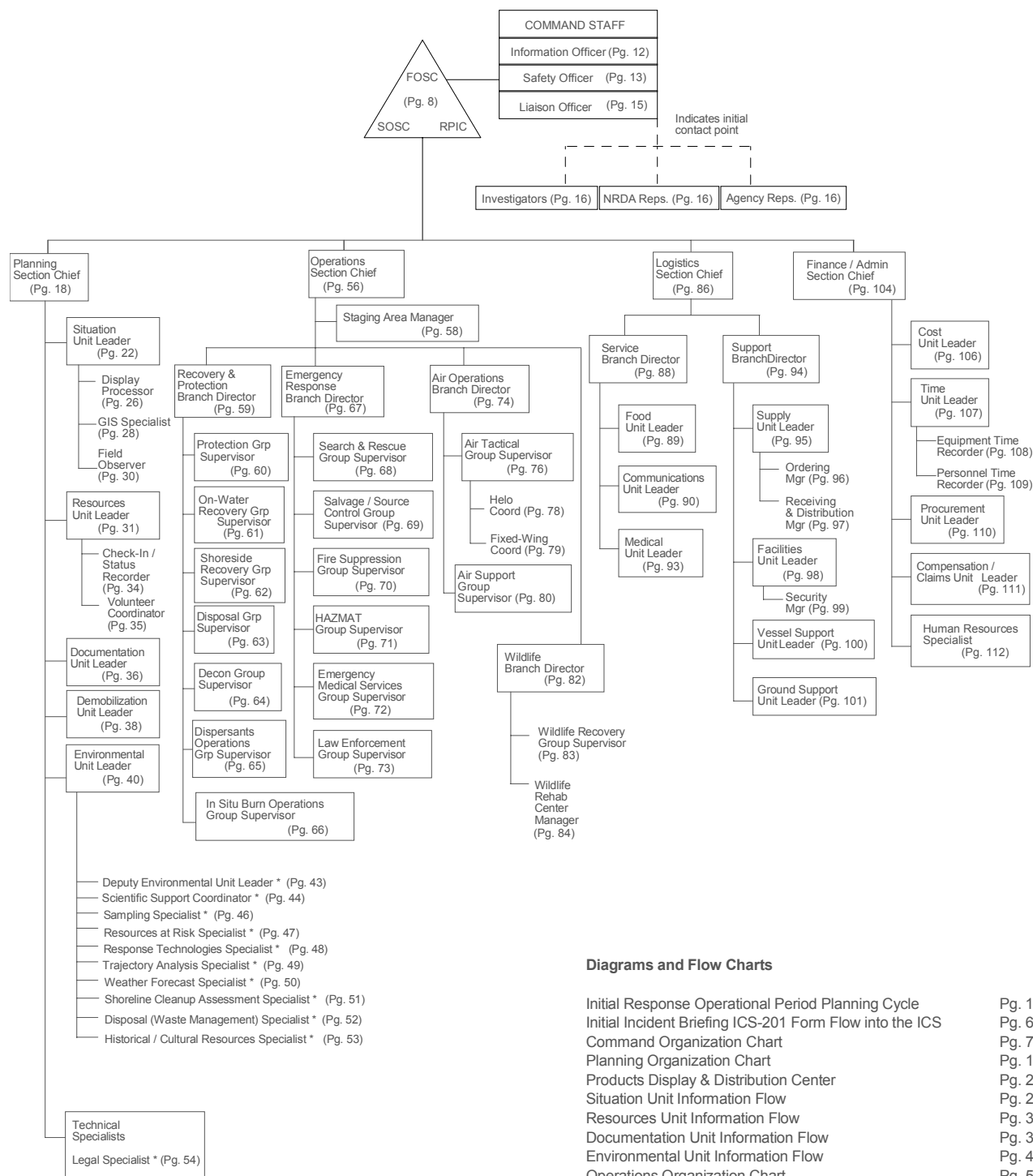
The Natural Resource Damage Assessment (NRDA) Representatives are responsible for coordinating the NRDA needs and activities of the trustee team. NRDA activities generally do not occur within the structure, processes, and control of the Incident Command System. However, particularly in the early phases of a spill response, many NRDA activities overlap with environmental assessment performed for the sake of spill response. Because NRDA is carried out by natural resource trustee agencies and / or their contractors, personnel limitations may require staff to perform both NRDA and response activities simultaneously. Therefore, NRDA representatives should remain coordinated with the spill response organization through the Liaison Officer, and may need to work directly with the Unified Command, Environmental Unit, Wildlife Branch or the NOAA Scientific Support Coordinator to resolve any problems or address areas of overlap. It should be addressed early on whether NRDA resource requirements and costs fall outside the responsibility of the Logistics and Finance / Admin Sections

Incident Investigation

Investigators from Federal, state, and local agencies will not normally be a part of the Incident Command System. While investigation personnel may report to individuals who are part of the Unified Command, the investigators should be separate so as not to introduce polarizing forces into the Incident Command System. The initial point of contact may be the Liaison Officer

Planning

Organization Chart



* Possible Assignment of Technical Specialists

Diagrams and Flow Charts

Initial Response Operational Period Planning Cycle	Pg. 1
Initial Incident Briefing ICS-201 Form Flow into the ICS	Pg. 6
Command Organization Chart	Pg. 7
Planning Organization Chart	Pg. 17
Products Display & Distribution Center	Pg. 24
Situation Unit Information Flow	Pg. 25
Resources Unit Information Flow	Pg. 33
Documentation Unit Information Flow	Pg. 37
Environmental Unit Information Flow	Pg. 42
Operations Organization Chart	Pg. 55
Logistics Organization Chart	Pg. 85
Communications Unit Information Flow	Pg. 92
Finance / Admin Organization Chart	Pg. 103
Initial Response Operational Period Planning Cycle	Pg. 113
Operational Period Planning Cycle	Pg. 118
IAP Information Flow	Pg. 129

Primary Duty: Coordinate response planning and monitoring. Collect, evaluate, disseminate, and use information about the development of the incident and status of resources

Supervises: SUL, RUL, EUL, DUL, DMOB, Tech. Specialist and other assigned staff

Reports To: Incident Commander and Unified Command



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and **brief subordinates**
- ☐ Upon start-up, assign available personnel already on-site to ICS organizational positions as appropriate
- ☐ **Evaluate the need for, and order additional personnel to staff the ICS**
- ☐ **Monitor current incident situation** and provide resource release recommendations for submission to IC / UC on:
 - Spill location and anticipated trajectory
 - Location of sensitive areas
 - Special considerations for those areas
 - Shoreline oiling amount and status
 - Impacted resources status
 - Wildlife / biological impact status
 - Resources being utilized and their location
 - Total number of personnel in response, broken down by government personnel (Federal, State, local), contractor personnel, and volunteers
 - Projected activities for the next day and other response issues
- ☐ Project surveillance and trajectory modeling to provide predictions on:
 - Incident potential
 - Oil movement
 - Resources at risk
 - Hazards
 - Weather and tides
- ☐ **Work with the Situation Unit** on predictions of oil movement as shown by the trajectory modeling program for planning of future operations
- ☐ **Prepare alternative strategies** for the incident and assemble information on alternative response options (dispersants, in-situ burning, etc.)

▪ **EYES in the Field**

☞ Get observer(s) to the spill location as soon as safely possible to begin relaying spill and climatological information for trajectory analysis

☞ Observer(s) should identify location of response resources if possible

▪ **ACPs - GRPs Protection**

Strategies. Use Area Contingency Plans (ACPs), and Geographic Response Plans (GRPs) to determine location and protection priority of potentially impacted sensitive areas, and other plans as necessary. Use 'EM!

▪ **Planning Section Recorder.** Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)

▪ **Establish Planning Cycle Early.** Establish, develop and update the Planning Cycle and meeting schedule as soon as possible and communicate to all ICS Sections. See OP Planning / IAP Meeting Cycle Page 118

▪ **Establish naming.** Meet with the Operations Section Chief, EUL, LO and NRDAR Representative to establish coordinated division and beach segment identifiers and boundaries.

Planning

Planning Section Chief (cont.)



Tasks & Responsibilities (cont.)

- ☐ Provide input to the Unified Command and the Operations Section Chief in preparing the IAP
- ☐ **Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP.**
Incorporate the Traffic Plan, Vessel Routing Plan, and other supporting plans into the IAP as necessary
- ☐ Supervise the preparation of, and compile the IAP
- ☐ **Establish and develop the Planning Cycle and meeting schedule** and communicate to all ICS Sections. Communicate the meeting schedule to the Situation Unit Leader so the Situation Unit Leader can complete the ICS 230
- ☐ Provide the Resource Unit with the Planning Section's organizational structure; including names and locations of assigned personnel
- ☐ Advise general staff of any significant changes in incident status
- ☐ Prepare resource release recommendations for submission to Incident Command
- ☐ **Determine the need for any specialized equipment and / or technical specialists** in support of the incident and assign where needed. Technical specialists could include:
 - Scientific Support Coordinators (SSC) [Environmental Unit]
 - Sampling Specialists [Environmental Unit]
 - Resources at Risk Specialists [Environmental Unit]
 - Response Technologies Specialists [Environmental Unit]
 - Trajectory Analysis Specialists [Environmental Unit]
 - Weather Forecast Specialists [Environmental Unit]
 - Shoreline Cleanup Assessment Specialists [Environmental Unit]
 - Disposal (Waste Management) Specialists [Environmental Unit]
 - Historical / Cultural Resources Specialists [Environmental Unit]
 - Legal Specialists
- ☐ **Compile and display incident status summary information**
- ☐ Provide status reports to appropriate requesters
- ☐ **Instruct Planning Section Units in distribution and routing of incident information**
- ☐ Assemble and disassemble Strike Teams or Task Forces, as necessary
- ☐ Facilitate or attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation. Ensure agendas are distributed and followed

▪ **Assist The IC early.** Develop draft Form 202 Incident Objectives & draft Form 230 Daily Meeting Schedule, identifying proposed Operational Period, objectives, and meeting schedule for Unified Command approval. Objectives set by the IC / UC, source status and trajectory analysis should provide the framework for determining projected activities

▪ **Spill Trajectories.** Ensure that trajectories are developed for both the current and next Operational Period. Assist The IC early

▪ **Information Specialists.** An Information Specialist (sometimes referred to as a "Shark" or "Runner") is a position that can be designated to continually circulate in the Command Post and look, listen, capture & disseminate information as it becomes available. These people can facilitate the movement of critical and necessary information between Sections. Shuttle diplomacy is the mark of a good Information Specialist

Planning Section Chief (cont.)

Planning



Products

- ❑ **Form ExSum *Executive Summary*:** Prepare the Executive Summary, focusing on operational and environmental issues. Information sources include the Operations Section Chief, the Situation Unit Leader, the Environmental Unit Leader and ICS 209 and 232 for guidance. **Submit** the Executive Summary to the Documentation Unit, Unified Command, and all Section Chiefs at the end of the Operational Period
- ❑ **Form GenPln *General Plan*:** Obtain Long-range planning issues (from all Section Chiefs and the Unified Command). Submit to the Documentation Unit, Unified Command, and all Section Chiefs once the response is determined to extend long-range (>10 days) or when you have done two or more planning cycles in advance
- ❑ **Form 202 *Incident Objectives*:** Prepare the ICS 202, describing the basic incident strategy and control objectives. This form should be completed following each Planning Meeting. Include in the IAP
- ❑ **Form 215 *Operational Planning Worksheet*:** Ensure that blank poster-sized forms are posted at the Tactics Meeting. At the Tactics Meeting, in concert with the Operations Section Chief, fill out the forms with preliminary information. Finalize the forms at the Planning Meeting. After the forms are finalized, give a copy to the Resources Unit Leader, the Documentation Unit, and keep a copy for use when preparing resource requests for the next Operational Period
- ❑ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ❑ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period
- ❑ **IAP Incident Action Plan:** Supervise the preparation of the IAP. Attach the IAP Cover Sheet. Include the ICS-202 Response Objectives form once you have prepared it. Obtain the ICS - 203 or 207 Organization List or Chart from the Resources Unit Leader. Obtain ICS - 204 Assignment Lists from the Operations Section Chief, and one copy each of any attachments. Obtain the ICS - 205 and 205a Radio Communications Plan and Communications List, respectively, from the Communications Unit Leader. Obtain the ICS - 206 Medical Plan from the Medical Unit Leader. Obtain any other items deemed necessary to include in the IAP. Collect pieces and collate. Present to the Unified Command for approval and signature of the IAP Cover Sheet. Have IAP duplicated and distributed to all supervisory personnel at the Section, Branch, Division / Group, and Unit Leader levels prior to the Operations Briefing (Documentation Unit to provide duplication service)

■ Planning Section Recorder.

Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)

■ PLAN AHEAD - for the Incident Action Plan (IAP)

☞ If possible assign an individual, often the deputy section chief, to focus on the definition, development, approval and distribution of the IAP, getting input from the Unified Command and the Operations Section Chief

☞ Stress that the IAP is not an all-inclusive document. It should only include information that is critical for the field teams to accomplish the response objectives for the designated operational period

☞ Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP. Incorporate the Traffic Plan, Vessel Routing Plan, and other supporting plans into the IAP as necessary

☞ To help ensure the proper information is collected, it is helpful to provide checklists indicating the type and source for the personnel assigned to collect data

■ Review IAP Preparation & Approval page 128

■ Review IAP Information Flow Diagram page 129

Planning

Planning Section Chief (cont.)



Meetings

- ❑ **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
- ❑ **Initial UC Meeting** (pg116) Attend as needed
- ❑ **Tactics Meeting** (pg120) Facilitate a brief (<45 min) working meeting focused on identification of tactical assignments. Review IAP to prepare for meeting. Ensure that a blank poster-sized ICS 215 is displayed. Will be responsible to jointly prepare primary & alternate strategies with the Operations Section Chief. Along with the Operations Section Chief, fill out the ICS 215 with preliminary information
- ❑ **Planning Meeting** (pg123) Facilitate a brief (<45 min) working meeting focused on Unified Command acceptance of completed ICS 215. Display ICS 202 and preliminary ICS 215 in preparation for the meeting. Will be responsible to brief on situation, critical and sensitive areas, weather and sea conditions, resource status and availability with Situation Unit Leader and Resources Unit Leader. State primary and alternate strategies to meet objectives with Operations Section Chief and Logistics Section Chief. Specify resources needed by Division / Group with Operations Section Chief and Logistics Section Chief and finalize the ICS 215. Develop resources, support, and overhead orders with Logistics Section Chief. Assist Logistics Section Chief to consider support issues: communications, traffic, safety, etc. Assign the IAP deadline
- ❑ **Operations Briefing** (pg131) Facilitate. Ensure that the IAP is assembled and distributed prior to the meeting. Will be responsible for reviewing the Unified Command objectives, and reviewing any changes to the IAP

▪ **Prepare Early & Prepare, Prepare, Prepare your people**

- ☞ Establish, develop and update the Planning Cycle and meeting schedule as soon as possible and communicate to all ICS Sections
- ☞ Communicate the meeting schedule to the Situation Unit Leader (SUL) so the SUL can complete the ICS 230 and prepare appropriate products for each meeting

☞ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

☞ Ensure meeting participants are prepared – distribute agendas

☞ Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings

☞ When facilitating a meeting, prepare, stay focused, stay on schedule, TAKE CHARGE of the meeting and assure it accomplishes the objectives

▪ **Review your part in the OP Planning / IAP Meeting Cycle** Page 118

Situation Unit Leader

Planning

Primary Duty: Collect, organize, evaluate, and display information about current and possible future spill status and response operations

Supervises: Display Processor, Field Observers, GIS Specialists, and other assigned staff

Reports To: Planning Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Compile information** regarding:
 - Type and amount of oil spilled
 - Oil's current location
 - Natural resource impacts
 - Amount of oil recovered
 - Oil's anticipated trajectory
- ☐ **Collect and maintain the most current incident data**
- ☐ Set up schedule for observers to call in with information . Stagger times
- ☐ In concert with the Environmental Unit Leader, provide projections and estimates of the movement and behavior of the spill by combining:
 - Visual observations
 - Remote sensing information
 - Computer modeling
 - Observed and predicted tidal, weather, and current information
- ☐ **Ensure that the Incident Situation Display is maintained by the Display Processor**
- ☐ Provide information to the GIS Specialist(s) for the creation of maps to depict the current and possible future situation
- ☐ **Schedule and conduct spill observations / overflights as needed**
- ☐ Establish procedures and schedules for field observations and coordinate with Environmental Unit Leader
- ☐ Debrief Field Observers and direct them to needed presentations for Command or General Staff
- ☐ **Prepare reports and predictions** (as requested) for the Planning Section Chief
- ☐ **Provide status reports** to appropriate requesters
- ☐ Provide photographic services and maps
- ☐ **Prepare, post, and disseminate resource and situation status information as required in the Incident Information Center**
- ☐ Obtain meetings schedule, ICS 230, & attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before meeting & prepare presentation

- **Mobilize Field Observers Early.**
 - ☞ Get observer(s) to the spill location as soon as safely possible to begin relaying spill and climatological information to the EUL for trajectory analysis.
 - ☞ Observers may be OPS personnel
 - ☞ Observers should identify location of response resources if possible.
 - ☞ Base maps for field observers should be available as soon as possible
- **Communicate Often with Field Observers.** Contact Field Observers to assure that the reporting plan and procedures are designed to get current information to the Situation Unit as frequently as necessary, and at end of each shift. Communicate at least 30 minutes prior to each meeting and 30 minutes prior to update of ICS 209
- **Process Field Data Quickly**
 - ☞ Make sure results from field observations are reflected on situation displays as soon as practical.
 - ☞ The SUL should make initial & frequent contact with the Information Officer and / or the Joint Information Center (JIC) to assure that appropriate information products are delivered to the JIC, & to coordinate production w/ scheduled JIC events

Planning

Situation Unit Leader (cont.)



Products

- ❑ **Maps - Base Maps:** Obtain from GIS Specialist. Give to Field Observers for use on overflights and to Shoreline Cleanup Assessment Specialists for use on shoreline surveys
- ❑ **Maps - Overflight Maps:** Obtain from GIS Specialist for use at Planning Meetings
- ❑ **Maps - Resource Status Maps:** Obtain from GIS Specialist for use at Planning Meetings
- ❑ **Maps - Situation Maps:** Obtain from GIS Specialist for use at Planning Meetings
- ❑ **Maps - Division Zone Maps:** Obtain from GIS Specialist for use at Planning Meetings
- ❑ **Maps - Natural Resources At Risk & Protection Strategy Maps:** Obtain from GIS Specialist for use at Planning Meetings
- ❑ **Maps - Trajectory Maps:** Obtain from Trajectory Analysis Specialist for use at Planning Meetings
- ❑ **Form 209 Incident Status Summary:** Prepare and submit this form at least twice per Operational Period, and before Tactics / Planning Meetings, Media Briefings, and as requested by the Unified Command. Submit to Documentation Unit, Unified Command, All Section Chiefs, and Display Processor. Create a poster-sized copy for display at Tactics and Planning Meetings
- ❑ **Form 230 Daily Meeting Schedule:** Coordinate with the Unified Command and then prepare form for each Operational Period, as needed. Submit to the Documentation Unit, Unified Command, Display Processor, and all Section Chiefs as soon as possible
- ❑ **Form 231 Meeting Summary:** If requested, prepare this form under the direction of the meeting facilitator. Submit to Documentation Unit, Display Processor, and the meeting attendees
- ❑ **Form 232a ACP Site Index:** Prepare this form using information from the ICS 232 (which is prepared by the Environmental Unit Leader). Submit to Documentation Unit and Display Processor for posting next to the Situation Map (This function could also be performed by the EU)
- ❑ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ❑ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of each Operational Period

- **Maps, Maps.** Focus quickly on developing a couple of base maps from which most all the other maps will be developed - GET READY
- **Current Status.** As soon as staffing allows, it is good to assign one individual to maintain, post and distribute Form 209 Incident Status Summary
- **Situation Unit Recorder.** Keep at least one person in the unit area at all times and assign that person to Form 214a Individual Log (Unit Log)
- **Product Effectiveness.** Product Effectiveness is determined by the quality of the data, and timeliness. As SUL, you need to be PROACTIVE in getting other members in the Command Post to provide you current, up-to-date information as soon as they have it. You can also be helpful in reminding the various responsible parties about their deadlines for products necessary for upcoming meetings
- **Information Specialists.** An Information Specialist, while not a standard ICS position, is a function that is needed. People in this position can be designated to continually circulate in the Command Post and look, listen, capture & disseminate information as it becomes available. These people can facilitate the movement of critical and necessary information between Sections. Shuttle diplomacy is the mark of a good Information Specialist



Meetings

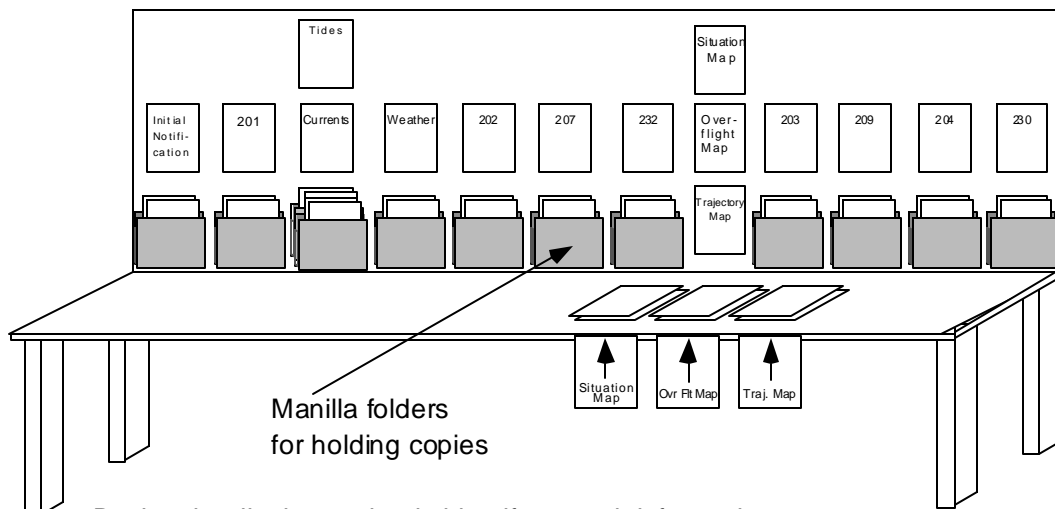
- ❑ Tactics Meeting (pg120) **Responsible to provide situation status** info to prepare for the meeting: ICS 209, maps (trajectory, overflight, etc.), tides / currents, weather
- ❑ Planning Meeting (pg123) **Responsible to provide situation status** info to prepare for the meeting: ICS 209, maps (trajectory, overflight, etc.), tides / currents, weather. Assist Planning Section Chief with situation briefing. Assist Operations Section Chief in specifying tactics for each Division / Group, noting limitations
- ❑ Operations Briefing (pg131) **Responsible to provide situation status** info to prepare for the meeting: ICS 209, maps (trajectory, overflight, etc.), tides / currents, and weather

LARGE Copies: Be prepared to provide current, large format poster size photo copies of the necessary forms and maps for each specific meeting or briefing.

- **Enlarge** and post these copies in meeting room 15 minutes prior to start of meeting.

- **Review** your part in the OP Planning / IAP Meeting Cycle Page 118

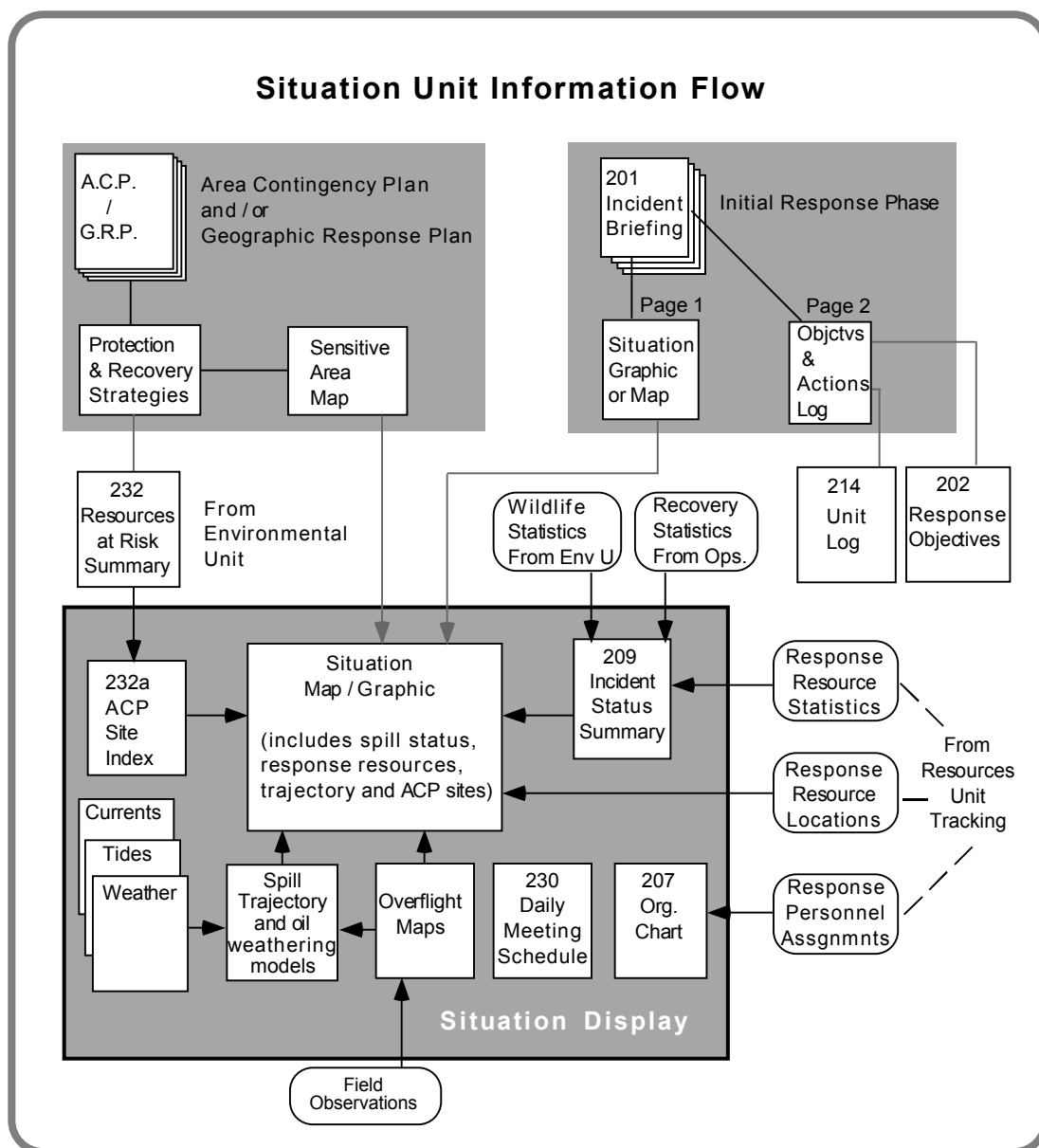
Products Display & Distribution Center



Design the display to clearly identify posted information. Allow personnel to take copies of what is posted, and display a sign noting when items will be updated.

Planning

Situation Unit Information Flow



The Situation Unit is responsible for generating the underlined pieces of these ICS products

Incident Action Plan (IAP): Cover, 202, 203, Situation Map, 204, (204a(s)), 205, 206
(See the IAP Information Flow diagram in Meetings, page 129)

Operations Briefing Packages: 202, 206, 204, (204a(s)), Site Map(s)

Executive Summary: Executive Summary, Situation Map, 209, General Plan, 220

Display Processor

Planning

Primary Duty: Prepare and maintain the Incident Situation Display

Supervises: Assigned Staff

Reports To: Situation Unit Leader



Tasks & Responsibilities

- ☐ **This is a proactive position. Actively seek out sources** and establish communication paths and schedules for obtaining needed information from other Units and Sections
- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Responsible for the display of incident status information** obtained from:
 - Field Observers
 - Other personnel in the Situation, Resources, and Environmental Units
 - Personnel from other Sections
 - Resource status reports, forms, and maps
 - Aerial and ortho photographs, and infrared data
- ☐ Items to display on the Incident Situation Display include:
 - Initial notification form (obtain from person initially reporting incident)
 - ICS 201 - Incident Briefing (obtain from initial response Incident Commander)
 - Weather forecast (obtain from Weather Forecast Specialist)
 - Tides and currents (obtain from Environmental Unit Leader, Scientific Support Coordinator, or Weather Forecast Specialist)
 - ICS 202 - Response Objectives (obtain from the Planning Section Chief)
 - ICS 207 / 203 - Organization Chart / List (obtain from the Resources Unit Leader)
 - ICS 232 - Resources at Risk Summary (obtain from the Environmental Unit Leader or the Resources at Risk Specialist)
 - Situation Maps - a combination of Overflight and Resource Maps (obtain from the GIS Specialist)
 - ICS 232a - ACP Site index (obtain from the SUL or EUL & post next to the Situation Map)
 - Resource Maps depicting the locations of response equipment such as skimmers, barges, heavy equipment, etc. (obtain from GIS Specialist)
 - Overflight Maps depicting the location of oil and other overflight observations (obtain from GIS Specialist)
 - Trajectory Maps (obtain from the Trajectory Analysis Specialist)
 - Environmental Resources at Risk or Protection Strategy Maps (obtain from Resources at Risk Specialist)
 - Division zone maps (obtain from GIS Specialist)
 - Traffic Plan maps, as necessary (obtain from GIS Specialist)
 - Command Post map (obtain from GIS Specialist)
 - ICS 209 - Incident Status Summary (obtain from the Situation Unit Leader)
 - ICS 230 - Daily Meetings Schedule (obtain from the Situation Unit Leader)

Planning

Display Processor (cont.)



Tasks & Responsibilities (cont.)

- ☐ **All items must be kept up to date.** Establish and post a schedule of times for new updates. For forms, maps, and status summaries that are maintained electronically, take a “time slice” at the designated update time and post
- ☐ Determine number, types, and locations of displays required
- ☐ Assist Situation Unit Leader in analyzing and evaluating field reports
- ☐ Determine:
 - Map requirements for IAP
 - Field observers assignments and communications means
- ☐ Obtain copy of IAP for each Operational Period



Products

- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit to the Situation Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Primary Duty: Responsible for gathering and compiling updated spill information to incorporate in various map products regarding the incident

Supervises: Assigned Staff

Reports To: Situation Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Gather and compile data** from the different incident Sections to incorporate in map products
- ☐ **Provide maps** for various components of the incident, and status reports to appropriate requesters
- ☐ Work with Situation Unit & Information Officer to ensure rapid dissemination of spill information to the ICS



Products

- ☐ **Maps - Base Maps:** Create and submit to the Situation Unit Leader ASAP at the beginning of the incident. They are the base for other situation, overflight, resources, and division zone maps & will be used on overflights and field surveys
- ☐ **Maps - Overflight Maps:** Create ASAP after a Field Observer returns from an overflight. Obtain their hand drawn observations and sit down with them to clarify the information. Submit map to Documentation Unit, Section Chiefs, Situation and Environmental Unit Leaders, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
- ☐ **Maps - Equipment Resource Status Maps:** Obtain information about resource locations from the Resources Unit Leader or Field Observers (resources include such response equipment as skimmers, barges, heavy equipment, etc.). Create map depicting the location of response equipment. Update at least twice per day, or as the situation warrants. Verify the update schedule with the Situation Unit Leader. Submit to the Documentation Unit, Planning Section Chief, Situation Unit Leader, Resources Unit Leader, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
- ☐ **Maps - Situation Maps:** Update and submit these combination overflight / equipment resources status maps at least twice per day, or as the situation warrants. Verify the update schedule with the Situation Unit Leader. Submit to the Documentation Unit, Planning Section Chief, Situation Unit Leader, Resources Unit Leader, and the Display Processor. Ensure that the ICS 232a is completed by the Situation Unit Leader and submitted along with the Situation Map. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
- ☐ **Maps - Natural Resources At Risk Maps:** Create these maps as requested by the Situation or Environmental Unit Leader. Obtain information about the locations of environmental resources at risk from Area Contingency Plans (ACPs), Geographic Response Plans (GRPs), Environmental Sensitivity Atlases, the Environmental Unit Leader and the Resources at Risk and Historical / Cultural Resources Specialists. Submit to Documentation Unit, Planning Section Chief, Situation Unit Leader, Environmental Unit Leader, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested
- ☐ **Maps - Protection Strategy Maps:** Create these maps as requested by the Situation Unit Leader or Operations Section Chief. Obtain booming strategies information from the Field Observer or Operations personnel. Verify with the Operations Section Chief who you should contact for information. Submit to Documentation Unit, Operations and Planning Section Chiefs, Situation Unit Leader, and the Display Processor. Ensure that a poster-sized copy is displayed at Tactics and Planning Meetings and Media Briefings, as requested

**Products (cont.)**

- ☐ **Maps - Division Zone Maps:** Create these maps which depict the boundaries of division zones as soon as the boundaries are determined, or are changed. Obtain boundary information from the Operations Section or Planning Section Chief. Submit to Documentation Unit, Operations and Planning Section Chiefs, Situation Unit Leader, and the Display Processor. Zone boundary information may be incorporated into subsequent situation and overflight maps
- ☐ **Maps – Traffic Plan Maps:** Create maps depicting traffic routes (for both vessels and vehicles) as needed. Obtain information from the Logistics Section Chief. Submit to Documentation Unit, Operations, Planning, and Logistics Section Chiefs, Situation Unit Leader, and the Display Processor
- ☐ **Maps – Command Post Map:** Create a map of the Command Post showing the location of Sections within the Command Post. Locations may be determined by personal observation. Submit to Display Processor and Check-in Recorders as needed
- ☐ **Form 214a Individual Log:** Summarize your daily activities. Submit to the Situation Unit Leader and the Documentation Unit at the end of the Operational Period

**Meetings****Planning Meeting** (pg123)

Attend as required. Assist with discussions as appropriate

Field Observer

Planning

Primary Duty: Collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader by an established procedure

Supervises: Assigned Staff

Reports To: Situation Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Determine:
 - Location of Assignment
 - Type of information required
 - Priorities
 - Time limits for completion
 - Method of communication and transportation
- ☐ Observations should include, but are not limited to:
 - Perimeters of the incident
 - Locations of oil concentration
 - Rates of spread
 - Weather conditions
 - Hazards
 - Progress of operation resources
 - Facility locations (e.g., helispots)
 - Division / Group boundaries
- ☐ **Report immediately any condition observed which may cause a danger or safety hazard to personnel**
- ☐ Report observations to Planning Section Chief, Situation Unit Leader, Environmental Unit Leader, and Command and General Staff as directed
- ☐ Obtain a copy of the IAP for the Operational Period

Overflights

☞ Prior to departing on an overflight operation, receive an aircraft safety briefing from the proper person in the Air Support Branch in the Operations Section

☞ Be sure to have a good base map, clip board, and writing instruments for in-flight documentation

☞ Get a copy of: "Open Water Oil Identification Job Aid for Aerial Observation" published by USCG MSO / NOAA ORCA. This will help in describing the situation

▪ **Communicate Often with SUL.** Get current information to the Situation Unit as frequently as necessary and at end of each shift. Set up call-in schedule with SUL

▪ **Dual Roles.** May be OPS, SCAT, NRDA personnel sharing information



Products

- ☐ **Maps - Base Maps:** While on an overflight or field survey, hand-draw observations on a blank base map. Submit to GIS Specialist for the creation of an electronic map. Provide input and make clarifications to GIS Specialist as they produce the electronic map
- ☐ **Form 214a Individual Log:** Summarize your daily activities. Submit to the Situation Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Planning

Resources Unit Leader

Primary Duty: Maintain a master list and status of all personnel equipment resources (primary and support); check-in, status, and current location

Supervises: Volunteer Coordinator, Check-In / Status Recorder, and other assigned staff

Reports To: Planning Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Prepare and maintain displays, charts, and lists that reflect the current status and location of tactical resources, transportation, and support equipment** (Possible displays are the fabric or metal T-Card holders, or electronic tracking programs which can be projected on an overhead screen)
- ☐ **Provide input to the Planning Section Chief** to ensure adequate resources are available for the operation to implement the IAP
- ☐ **Assign Check-in / Status Recorders and establish check-in function at incident locations**
- ☐ Assign Volunteer Coordinators
- ☐ **Establish contacts with incident facilities** to track resource status & provide status reports to appropriate requesters
- ☐ **Maintain master roster** of all resources checked in at the incident
- ☐ Gather, and post incident resource status
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

Resources.

- ☞ Unit Leader must be familiar with and understand ICS Resource Typing
- ☞ Ensure that OPS, Logistics, & RUL are all tracking resources similarly; a skimmer is a skimmer is a skimmer
- ☞ Get a handle on assigned resources as soon as possible after ICS “stand-up”
- ☞ Use Information Specialists (“runners”) to monitor resource levels among ICS Sections
- ☞ Frequently compare resource quantities to what is depicted on the Situation Status Display
- ☞ For staging areas, frequently get report of what comes and goes from Check-In / Status Recorder
- **Proactively seek needed information.** This position is probably one of the most challenging in the ICS Reporting
- **Effectively** determine reporting needs and get report of staffing levels, etc.
- **Assure** that Check-In forms (ICS 211's) are being submitted from Staging Area(s) in a timely manner



Products

- ☐ **Form 211e&p** *Check-In Lists for Equipment & Personnel*: Obtain check-in information from Check-in Recorders on an on-going basis. Determine update schedule and method of communication with Check-in Recorders. Use check-in information to generate T-cards or other resource tracking forms. Compile all lists and give information to Situation Unit Leader for inclusion in ICS 209 and the GIS Specialist for inclusion on Resources and other maps. Also submit information to the Finance Section Chief and Documentation Unit
- ☐ **Form 218** *Support Vehicle Inventory*: Obtain from Ground Support Unit Leader. Use to update T-card display, or other resource tracking display. Give copy to Situation Unit Leader for inclusion in ICS 209. Verify that the support vehicles are accounted for by the Logistics and Finance Sections

Resources Unit Leader (cont.)

Planning

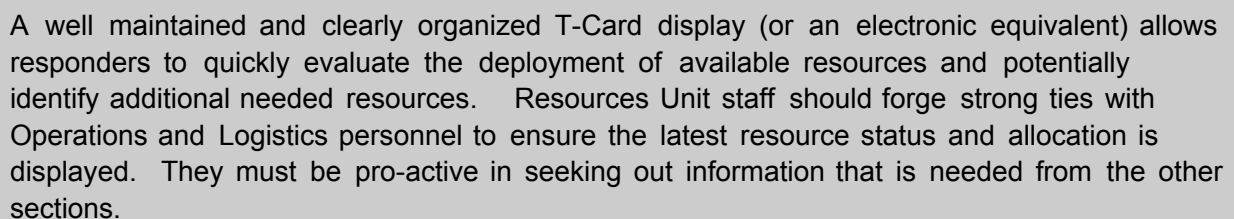
- ❑ **Form 210 Status Change:** Submit to Documentation Unit after receiving updates. Obtain status change information from the Communications Center and / or Check-in Recorders on an on-going basis. Determine update schedule and method of communication with Communications Center and / or Check-in Recorders. Use information to update T-Card or other resource tracking display. Transmit updated information to Situation Unit Leader for inclusion in ICS 209 and the GIS Specialist for inclusion on Resources and other maps. Submit form to the Documentation Unit after updating your records
- ❑ **Form 219 Resource Status Cards (T-Cards):** Create T-Cards (or electronic equivalent) using resource description, status and location information obtained from the Communications Center, Ground Support Unit, Vessel Support Unit, Check-in Recorders, and Field Observers. Update T-Card or other resource tracking display when information is updated. Verify that the T-Card display is consistent with the Resource Maps the GIS Specialist is producing and the ICS 209 that the Situation Unit Leader is producing. Verify that Logistics and Finance have record of all resources listed on the T-Cards
- ❑ **Form 203 Organization Assignment List:** Get initial information from the ICS 201, page 3. Create this form using information from personnel check-in lists (ICS 211p) and update this form and the ICS 207 together as necessary. Submit to Documentation Unit, Unified Command, All Section Chiefs, and all Unit Leaders, and the Display Processor once per Operational Period before the IAP deadline. Ensure that the Planning Section Chief receives the most current form for inclusion in the IAP
- ❑ **Form 207 Incident Organization Chart:** Get initial information from the ICS 201, page 3. Create this form using information from personnel check-in lists (ICS 211p) and update this form and the ICS 207 together as necessary. After Section Chief's approval, submit to Documentation Unit, Unified Command, All Section Chiefs, and All Unit Leaders, and to the Display Processor for posting whenever a change is made
- ❑ **Form 204 Assignment List:** Produce this form from the ICS 215 in cooperation with the Operations Section Chief and contractors, as necessary, using the EUL for SCAT and Wildlife. Submit to Documentation Unit and Planning Section Chief (for approval and inclusion in the IAP) once per Operational Period as soon as possible after the Planning Meeting
- ❑ **Form 215 Operational Planning Worksheet:** Collect form after it has been finalized at the Planning Meeting. Use this form to produce ICS 204s
- ❑ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ❑ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

- **Track Resource Quantities.** Maintain a comprehensive summary of resource quantities and their status for Form 209 Incident Status Summary
- **Review RUL roles in the OP Planning / IAP Meeting Cycle**
Page 118



Meetings

- ❑ **Tactics Meeting (pg120).....** Responsible to **provide resources summary** for the meeting. Assist the Planning Section Chief and the Operations Section Chief in filling out the ICS 215 with preliminary information
- ❑ **Planning Meeting (pg123)** **Provide a current resource inventory.** Assist Planning Section Chief with situation briefing. Assist the Operations Section Chief and the Planning Section Chief in finalizing the ICS 215. After meeting, use ICS 215 to develop Assignment Lists (ICS 204) with the Operations Section Chief
- ❑ **Operations Briefing (pg131)** Assist with discussions as appropriate



Check-In / Status Recorder**Planning**

Primary Duty: Check in personnel and equipment arriving on-scene and ensure that all resources assigned to the incident are accounted for, checked in, and badged, carded, or otherwise identified

Supervises: Assigned Staff

Reports To: Resources Unit Leader (RUL)

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Establish communications with the Communications Center and the Resources Unit Leader
- ☐ **Establish a schedule with the Resources Unit Leader** for when you should notify him / her of updates
- ☐ Post signs, set up cones, or provide maps so that **people can easily find the Incident Command Post and check-in locations**
- ☐ **Greet personnel arriving**, and knowledgeably direct them to their proper work spaces
- ☐ **Fill out ICS 211s (check-in lists)** with check-in information and transmit information to the Resources Unit on the regular pre-arranged schedule. Forward the lists to the Resources Unit Leader (RUL) when completed
- ☐ **Forward communications information listed on the 211s** to the Communications Unit so they can prepare a phone / radio list and make sure that all forms are also forwarded to the Documentation Unit

- **First Impressions.**

This position often makes the first impression at a response; be effective and efficient

- **Be Proactive.** Be proactive, courteous, professional, and knowledgeable

- **You're the Greeter.** Greet arriving personnel, direct them to their workstation, and provide pertinent documentation

- **Report Status Changes.** Report personnel status changes (arrival/departure) promptly to Resources Unit

- **Secure Areas.** In situations where secure sites are necessary, coordinate with security to establish some method for ensuring only approved response personnel may enter (e.g. colored dots on name tags, picture ID tags)

- **Know Who's Who!** Know who's supposed to be in the Command Post, who isn't, and how to direct the press to the JIC

- **Staging Area.** For staging areas, carefully track what comes and goes; frequently report to Resources Unit

**Products**

- ☐ **Form 219 Resource Status Cards (T-Cards):** Receive, record, & maintain status information for incident resources
- ☐ **Form 211e&p Check-In Lists for Equipment & Personnel:** Fill out lists as equipment and personnel check-in, maintain files of 211's. Transmit the information to the RUL on the regular, pre-arranged schedule. Forward copies of forms to the RUL & the Documentation Unit when complete
- ☐ **Form 210 Status Change:** Fill out form as resources change their status. Transmit the information to the RUL on the regular, pre-arranged schedule. Ensure that the RUL and the Documentation Unit are provided copies of the form
- ☐ **Form 214a Individual Log:** Summarize your daily activities. Submit to Resources Unit Leader & Documentation Unit at end of Operational Period

**Meetings**

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Planning

Volunteer Coordinator

Primary Duty: Responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment

Supervises: Assigned Staff

Reports To: Resources Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate with Resources Unit to determine where volunteers are needed
- ☐ **Identify any necessary skills and training needs**
- ☐ Verify minimum training needed, as necessary, with Safety Officer or units requesting volunteers (if special skill is required)
- ☐ Activate standby contractors for various training needs (as appropriate)
- ☐ Coordinate nearby or on-site training as part of the deployment process
- ☐ Assess, train, and assign volunteers to requesting units
- ☐ Activate other volunteers (individuals who have applied prior to an incident and are on file with the Volunteer Coordinator or other participating volunteer organizations)
- ☐ Recruit additional volunteers through media appeals (as needed)
- ☐ **Coordinate with Logistics** for volunteer housing and meal accommodations and assist volunteers with other special needs

- **Coordinate.** Coordinate with Resource Unit. Establish contact with Resources Unit to effectively determine reporting needs and to report staffing levels, etc.
- **Anticipate Response Needs**
 - ☞ Anticipate / determine what types and kinds of volunteers are needed; identify source agencies
 - ☞ Know what duties can be filled by volunteers (i.e. the specific knowledge/training requirements)
- **Collaborate with Logistics.** Anticipate logistics needs as volunteer staffing levels change



Products

- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit to Resources Unit Leader & Documentation Unit at end of Operational Period



Meetings

- ☐ **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Documentation Unit Leader**Planning**

Primary Duty: Maintain accurate, up-to-date incident files

Supervises: Assigned Staff

Reports To: Planning Section Chief

**Tasks & Responsibilities**

- ☐ Actively seek out information -- **this is a proactive position**. Seek out sources & establish paths & schedules for obtaining needed information from other Units & Sections
- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Gather and file:**
 - Copies of all ICS forms produced
 - Incident reports
 - Demobilization check-out / records
 - Correspondence (government / legal / agency letters), communication logs, calls to the Incident Commander, and fax records (received / sent)
 - Companies and agencies offering assistance
 - Injury claims
 - ICS 209
 - Maps (equipment deployment, situation, overflight, trajectory maps, etc.)
 - Tide and current data, and weather reports
 - Pictures, videos, and other audio or visual documentation
 - Media releases from local / national newspapers and TV
 - Contacts with and directives from regulatory agencies
 - Permits obtained for specific operations which are subject to regulations (decanting, dispersant use, in-situ burning, disposal plans, utilization of government owned equipment, and access to Federal, State, Tribal, and private properties)
 - Wildlife rescue / rehabilitation records
 - IAPs
 - Logistics records, Financial records, etc.

These are to be compiled and stored for legal, analytical, and historical purposes

- ☐ **Ensure each Section is maintaining and providing appropriate documents.** Set up documentation in-boxes in every section
- ☐ **Check accuracy and completeness of records** submitted and correct errors or omissions by contacting the appropriate ICS Section or Unit

- **Establish Filing System.**

Develop a consistent system for filing records (e.g. newest files in front) and ensure that all the staff are trained in the filing system

- **Large Incident Approach.**

On a large incident, it is helpful to maintain an additional file of all documents by the date they were generated as this can make items easier to find later in the response

- **Office Supplies & "In-Boxes"**

☞ Maintain an adequate supply of office-type supplies (paper, pens, highlighters, staplers, file folders, etc.)

☞ Place "in-boxes" in each Section & Command group space, and communicate the need for people to submit copies of all documents created

- **Plenty of ICS Forms.** Assure adequate numbers of blank ICS forms are available, and organized and displayed so as to be easily accessed

- **Be Organized.**

The Documentation Unit needs to maintain a high level of organization, with documents being filed frequently and in a logical manner

- **Be Proactive.** Proactively seek original documents from each Section and Command group

Planning

Documentation Unit Leader (cont.)



Tasks & Responsibilities (cont.)

- ☐ Acquire and maintain a list of radio call signs and phone numbers from the Communications Unit Leader. Ensure that copies are available for all responders
- ☐ **Provide duplication and copying services**
- ☐ Provide incident documentation to appropriate requesters
- ☐ **Ensure access of all personnel** to office supplies, equipment, fax, copiers, and phones. Ensure that team members have equipment for documenting the response (cameras, film, etc.)
- ☐ Attend Operations Briefings and duplicate sufficient copies of the IAP for meeting attendees. Make regular reports on Documentation Unit needs (i.e., what forms are you not getting?)

▪ Duplicate Duplicators.

Assure adequate number of copy machines (and back-up) to meet the pre-briefing and meeting demands common to most responses



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

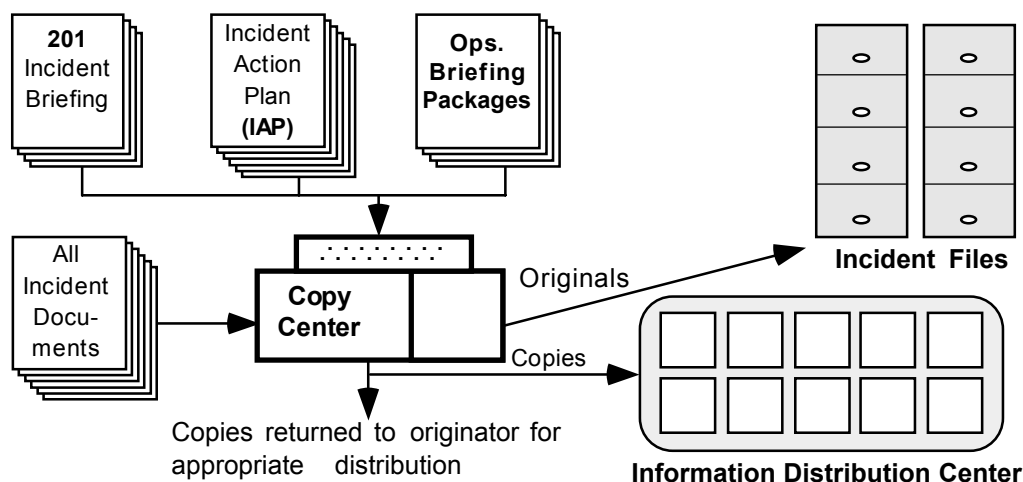


Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate. Responsible to duplicate sufficient copies of the IAP for meeting attendees

Documentation Unit Information Flow

The Documentation Unit is the central repository of all incident response information. Thorough documentation is critical to post-incident analysis. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services which can facilitate document collection, but Documentation Unit staff must also be proactive in seeking input.



Demobilization Unit Leader**Planning**

Primary Duty: Develop the Incident Demobilization Plan & assist Sections / Units in ensuring that orderly, safe, & cost-effective demobilization of personnel & equipment is accomplished

Supervises: Assigned Staff

Reports To: Planning Section Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Review incident resource records to determine probable size of demobilization effort
- ☐ Obtain the identification and descriptions of surplus resources and probable release time
- ☐ Obtain objectives, priorities, and constraints from the Planning Section Chief, company representatives, and contractors as applicable
- ☐ Meet with company / agency representatives to determine personnel rest and safety needs
- ☐ Coordinate with the Planning Section Chief to arrange shifts to ensure priority resources are available for release (e.g., skimmers, vacuum trucks, etc.)
- ☐ Develop Demobilization Plan with release procedures, in coordination with other Sections / Units / Branches and with cooperating / assisting agencies
- ☐ Evaluate logistical and transport capabilities required to support demobilization
- ☐ Obtain approval of the Demobilization Plan (including approval of the required decontamination)
- ☐ Distribute the Demobilization Plan to each processing point
- ☐ Ensure all Sections / Units understand their responsibilities within the Demobilization Plan
- ☐ Coordinate and support the orderly, safe, and cost effective implementation of the Demobilization Plan throughout the Incident Command organization
- ☐ Monitor implementation and brief the Planning Section Chief on the progress of demobilization
- ☐ Provide Status Reports to appropriate requesters
- ☐ Consider attending Tactics Meetings to be apprised of current situation



Products

- ☐ **Plan Demobilization Plan:** Produce the Demobilization Plan. It should include the following sections:
 - General - discussion of demobilization procedures identifying notification method when resources are no longer needed
 - Responsibility - specific implementation responsibilities and activities
 - Release Procedures - detailed steps and processes to be followed. Take into account requirements of assisting companies and kind and type of resources
 - Travel Restrictions - restrictions and instructions for travel

Submit to Planning Section Chief (for approval). Once approved, submit to the Unified Command, Planning Section Chief (for inclusion in the IAP), Documentation Unit, all Section Chiefs, all Unit Leaders, and all processing points
- ☐ **Form 221 Demob. Check-Out:** After you have received written notification from a resource supervisor that the resource is no longer needed, initiate this form by completing the top portion and checking off who needs to sign-off on the form. Give form to the resource supervisor to get the appropriate sign-off. Make sure that they know to return the signed-off form to you. Give copy of the completed form to the Documentation Unit and Finance Section
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Tactics Meeting** (pg120) Attend as required
- ☐ **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Environmental Unit Leader**Planning**

Primary Duty: Responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting

Supervises: Assigned Staff

Reports To: Planning Section Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Prepare environmental data for the Situation Unit
- ☐ In concert with the Situation Unit Leader, provide projections and estimates of the movement and behavior of the spill by combining:
 - Visual observations
 - Remote sensing information
 - Computer modeling
 - Observed and predicted tidal, weather, and current information
- ☐ Coordinate the efforts of local experts and Technical Specialists in formulating these analyses. Local experts could include the Weather Service, Academia, and Researchers. Technical specialists could include the Scientific Support Coordinator and the Sampling, Response Technologies, Trajectory Analysis, Weather Forecast, Resources at Risk, Shoreline Cleanup and Assessment, Historical / Cultural Resources, and Disposal (Waste Management) Technical Specialists
- ☐ Obtain briefing and special instructions from Planning Section Chief
- ☐ Participate in Planning Section meetings
- ☐ Identify sensitive areas and recommend response priorities
- ☐ Determine the extent, fate, and effects of contamination
- ☐ Acquire, distribute, and provide analysis of weather forecasts
- ☐ Monitor the environmental consequences of cleanup actions
- ☐ Develop shoreline cleanup and assessment plans
- ☐ Identify the need for, and prepare any special advisories or orders
- ☐ Identify the need for, and obtain permits, consultations, and other authorizations
- ☐ Identify and develop plans for protection of affected historical / cultural resources
- ☐ Evaluate the opportunities to use various response technologies
- ☐ Develop disposal plans in coordination with the Disposal Group Supervisor
- ☐ Develop plan for collecting, transporting, and analyzing samples
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

▪ **Who will be the EUL?**

In WA State it has been agreed that the State will have the option of filling the position of EUL at any spill or drill within the jurisdiction of WDOE. It will be important to clarify this point with the UC & the PSC to assure minimal conflict in assignment of personnel

▪ **Overflight Observers.** The EUL and SUL should designate overflight observers and coordinate overflight requests with each other and with Air Ops

▪ **Trajectories.** Ensure that trajectories are developed for both the current and next Operational Period

▪ **SCAT Teams.** The EUL should identify the need for Shoreline Clean-up Assessment Teams (SCAT) as soon as possible & coordinate with the PSC & the SUL to ensure that the collected data gets posted and used as soon as possible

Planning

Environmental Unit Leader (cont.)



Products

- ☐ **Form 232 *Resources At Risk Summary*:** Ensure this form is completed with input from resource trustees. Update prior to the Planning Meeting. Forward completed form to the Planning Section Chief for possible inclusion in the IAP. Forward to the Documentation Unit as well. Ensure that the Situation Unit Leader and GIS Specialist are also apprised of the information so that it can be included on any maps as requested
- ☐ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Tactics Meeting** (pg120) Attend as required
- ☐ **Planning Meeting** (pg123)..... Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate
- ☐ **Media Briefing** (pg135)..... Attend as required

▪ **EU Recorder.**

Keep at least one person in the unit area at all times and assign that person to maintain the Unit Log (ICS-214)

▪ **Current Information?** The EUL should make initial and frequent contact with the Information Officer and/or the Joint Information Center (JIC) to assure that the latest information and expertise is available for media briefings as needed

▪ **Environmental Information.**

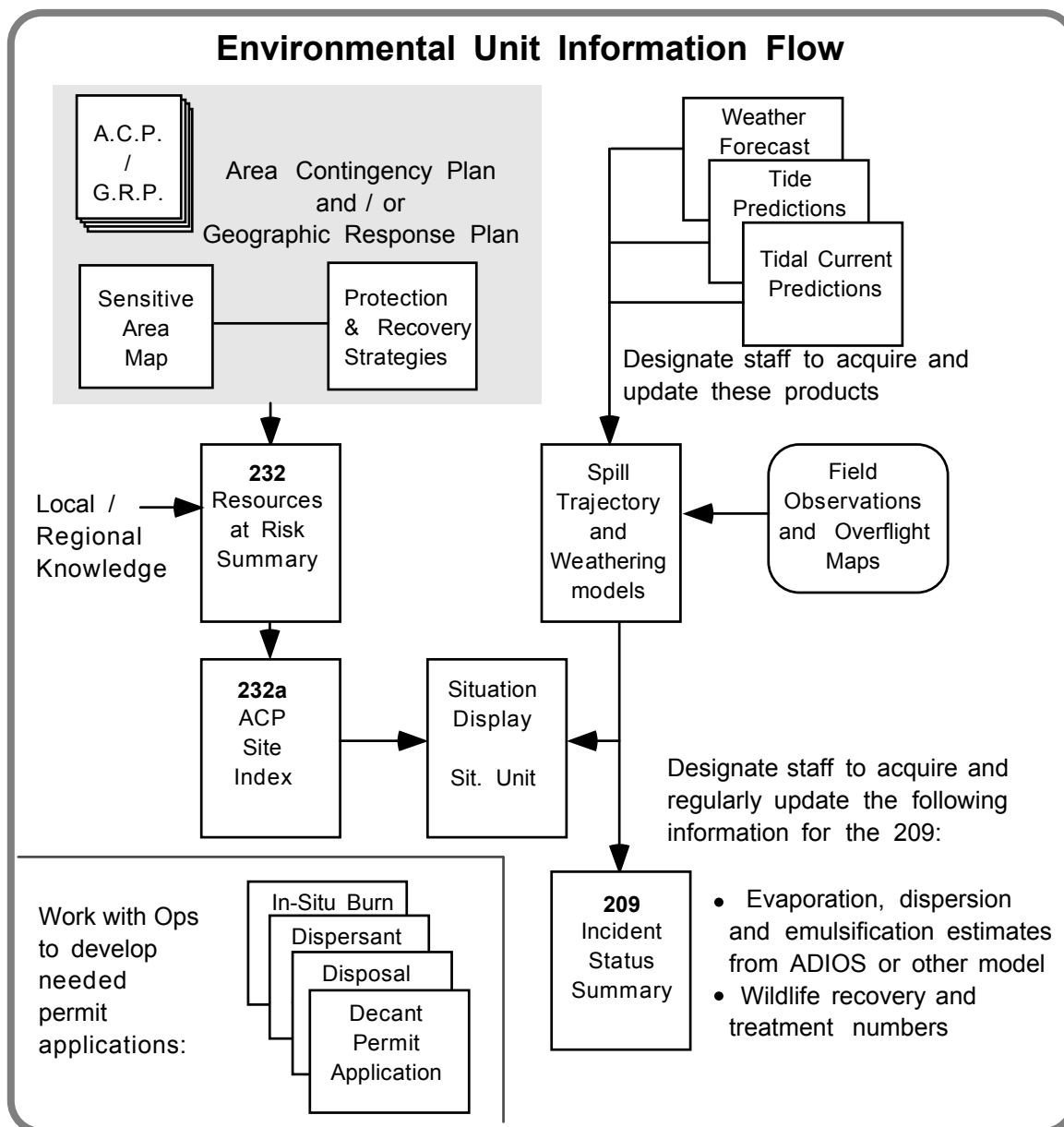
Define specific expertise and products, which could be available to the JIC

▪ **Review** your part in the OP Planning / IAP Meeting Cycle Page 118

▪ **Deputy Environmental Unit Leader.** For moderate to large incidents, the EU Leader will primarily be attending meetings so it's important to designate a Deputy EU Leader. The Deputy Leader's job is to stay in the Environmental Unit and ensure that assignments made by the Leader are carried out, and complete other duties as assigned by the Leader

Environmental Unit Information Flow

Planning



While the other Planning Section units (Situation Unit, Resources Unit, Documentation Unit and Demobilization Unit) are all involved in tracking, monitoring and displaying information, the Environmental Unit generates information vital to an effective response. It is the responsibility of the Environmental Unit leader and staff to make sure that generated information is appropriately synthesized, recorded and disseminated.

The Environmental Unit is where most of the planning is done in the Planning Section. Because of this, it is important that the Environmental Unit staff be pro-active in implementing the Area Contingency Plan recommendations and meeting other regulatory requirements. This is often best accomplished by building a tightly integrated team that includes representatives from appropriate federal, state, local and regional agencies.

This position is specific to the State of Washington



Tasks & Responsibilities

- ☐ **Environmental protection is the highest priority** during an oil spill, after safety of life and health, and source control
- ☐ For moderate to large incidents, the EU Leader will primarily be attending meetings so it's important to designate a Deputy EU Leader. The Deputy Leader's job is to stay in the Environmental Unit and ensure that assignments made by the Leader are carried out, and complete other duties as assigned by the Leader
- ☐ Develop Incident Action Plan for the Next Operational Period. Fill in EU Status Summary Form. Complete it before the Tactics Meeting



Products

- ☐ **Form 214 Unit Log**: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log**: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of the Operational Period

Scientific Support Coordinator

Planning

Primary Duty: As defined in the National Contingency Plan, the SSC acts as the principal advisor to the Federal On Scene Coordinator (FOSC) for scientific issues

Supervises: Assigned Staff

Reports To: Environmental Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Provide expertise** on:
 - Chemical hazards
 - Trajectory analysis
 - Information management
 - Field observations
 - Resources at risk
- ☐ **Evaluate environmental trade-offs of countermeasures and cleanup methods**
- ☐ Determine resource needs
- ☐ Develop a prioritized list of the resources at risk
- ☐ **Gain consensus on scientific issues affecting the response**, but also ensure that differing opinions within the scientific community are communicated to the Incident Command
- ☐ Provide, or ensure that the following items are provided by other Technical Specialists:
 - Spill trajectory analysis data & overflight maps to Situation Unit
 - Information on resources at risk, including their priorities
 - Weather information, tidal and current information, and other applicable environmental conditions
- ☐ **Act as point of contact for the Scientific Support Team from NOAA's Office of Response and Restoration (OR&R)**
- ☐ May serve as the Environmental Unit Leader
- ☐ May be located in the Situation Unit

▪ **Where is the SSC?**

☞ As scientific advisor to the FOSC, the SSC is typically assigned to the Planning Section, but this technical specialist will often be detailed to directly support the FOSC

☞ The SSC may also be assigned to serve as the Environmental Unit Leader, although it can be very difficult for one person to fill both jobs



Products

- ☐ **Charts or Tables** *Tides and Currents Charts or Tables*: Provide information, or ensure that the Weather Forecast Specialist is providing. Submit to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
- ☐ **Forecasts** *Weather Forecasts*: Provide information, or ensure that the Weather Forecast Specialist is providing. Submit to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Submit ASAP after the forecast is updated. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
- ☐ **Maps** *Various Map Products as NEEDED*: Provide maps, or ensure that the GIS Specialist is providing the necessary maps. Submit to Documentation Unit, all Section Chiefs, the Situation Unit Leader, and the Display Processor. Display the information at Tactics and Planning Meetings as necessary. Ensure that the Trajectory Analysis Specialist has the most current overflight maps
- ☐ **Form 232** *Resources At Risk Summary*: Assist the Environmental Unit Leader in filling out this form
- ☐ **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit your 214a to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123) Attend as required and assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Sampling Specialist

Planning

Primary Duty: Responsible for providing a sampling plan to coordinate sample collection, documentation, storage, transportation, and submittal to appropriate laboratories for analysis or storage

Supervises: Assigned Staff

Reports To: Environmental Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Identify and alert appropriate laboratories
- ☐ **Meet with team members to develop initial sampling plan and strategy**, and review sampling and labeling procedures
- ☐ Set up site map to monitor location of samples collected and coordinate with GIS Staff
- ☐ **Coordinate sampling activities** with Natural Resource Damage Assessment (NRDA) Representatives, Incident Investigators, the Safety Officer, Operations Section personnel, and Legal Specialists
- ☐ Provide Status Reports to appropriate requesters

Plan Early.

Develop a plan for collecting, transporting, and analyzing samples

▪ **Proper Sampling.** Ensure that samples are obtained by methods that will hold up scientifically and legally and that proper chain-of-custody is followed. Ensure samples are shipped safely and that all regulations are followed

Where are the Specialists?

Note: As with all Technical Specialists, Sampling Specialists can be detailed throughout the ICS as needed (i.e. to the Safety Officer for air monitoring, etc.)



Products

- ☐ **Form 214a Individual Log:** Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123)..... Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Planning

Resources at Risk Specialist

Primary Duty: Responsible for the identification of resources thought to be at risk from exposure to the spilled oil by analyzing known and anticipated oil movement, and the location of natural, archaeo-cultural, and socio-economic resources

Supervises: Assigned Staff

Reports To: Environmental Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Develop a priority list** for protection based on the relative importance of the resources for use by the Planning Section
- ☐ Obtain current and forecasted status information from Situation Unit
- ☐ **Provide status reports** to appropriate requesters



Products

- ☐ **Form 232 *Resources At Risk Summary***: Environmental Unit Leader assists in the completion of this form
- ☐ **Form 214a *Individual Log***: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123) Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate
- ☐ **Media Briefing** (pg135) Assist with discussions as appropriate

Tip:

If Historical Cultural Resources Specialist is not designated, assume that too. Be familiar with ACP and GRP Plans

▪ **Protection Strategies.** Use Environmental Sensitivity Index (ESI) data, Area Contingency Plans (ACPs), and Geographic Response Plans (GRPs) to determine location and protection priority of potentially impacted sensitive areas

▪ **Coordinate.** Coordinate with other trustees SHPPO, DNR, USFWS, NMSF to ensure all RAR are accounted for

▪ **Geographic Response Plan (GRP) Specialist.** This positions function is handled by the Resources at Risk Specialist, or if needed, a separate person can be designated this role. This person collects the best available information on the status of the spill and the natural resources at risk, and uses the information to select and prioritize appropriate strategies to protect the resources. This person also works closely with the Operations Section to ensure that the appropriate strategies are implemented in a timely manner

Response Technologies Specialist

Planning

Primary Duty: Responsible for evaluating the opportunities to use various Response Technologies

Supervises: Assigned Staff

Reports To: Environmental Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Evaluate Response Technologies** including:
 - Mechanical containment and recovery
 - Dispersant or other chemical countermeasures
 - In-situ burning
 - Bioremediation
- ☐ **Conduct the consultation and planning required to deploy a specific Response Technology**, and articulate the environmental tradeoffs of using, or not using a specified Response Technology
- ☐ Consult with the Situation Unit Leader or the Incident Situation Display and gather data pertaining to the spill, including:
 - Spill location
 - Type and amount of petroleum spilled
 - Physical and chemical properties
 - Weather and sea conditions
 - Resources at risk
- ☐ **Identify available Response Technologies** that may be effective on the specific spilled petroleum
- ☐ Make initial notification to all agencies that have authority over the use of Response Technologies
- ☐ Keep Planning Section Chief advised of Response Technologies issues
- ☐ Determine resource needs
- ☐ **Provide status reports** to appropriate requesters
- ☐ **Establish communications with Regional Response Team** to coordinate Response Technologies

Alternate Strategies

- ☞ Evaluate alternative strategies for specific shoreline segments and product states (dispersant, in-situ burning, etc.)
- **Utilize** local knowledge to check potential pre-approvals for the alternate response technologies
- ☞ Prepare required documents / permits for alternate response technology use to expedite the approval process
- ☞ Document the decision-making process for using or not using alternate response technologies



Products

- ☐ **Form 214a Individual Log**: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123)..... Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Planning

Trajectory Analysis Specialist

Primary Duty: Responsible for providing projections and estimates of the movement and behavior of the spill to the Unified Command

Supervises: Assigned Staff

Reports To: Environmental Unit Leader, Situation Unit Leader, or Scientific Support Coordinator



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ To form analyses, combine:
 - Visual observations
 - Remote sensing information
 - Computer modeling
 - Observed and predicted tidal, current, and weather data
- ☐ Responsible for interfacing with local experts (weather service, academia, researchers, etc.) in formulating analyses
- ☐ **In coordination with the Situation Unit Leader and Field Observers, schedule and conduct spill observations / overflights as needed**
- ☐ Gather pertinent information on tides, currents & weather from available sources (Situation Unit Leader, the Incident Situation Display, the Scientific Support Coordinator, & / or the Weather Forecast Specialist)
- ☐ **Supply the Situation Unit with Trajectory Maps**
- ☐ **Provide briefing** on observations and analyses to the proper personnel
- ☐ May be located in the Situation Unit



Products

- ☐ **Maps** *Trajectory Maps*: Create trajectory maps and submit to all Section Chiefs, the Documentation, Environmental, and Situation Unit Leaders, and the Display Processor. Ensure that you have incorporated the most current weather and overflight information into the maps. Check with the Situation Unit Leader, GIS Specialist, Weather Forecast Specialist, or the Incident Situation Display. Display a poster-sized map at the Tactics and Planning Meetings
- ☐ **Form 214a** *Individual Log*: Summarize your daily activities. Submit to Environmental Unit Leader & Documentation Unit at end of Operational Period



Meetings

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Weather Forecast Specialist**Planning**

Primary Duty: Responsible for acquiring and reporting incident-specific weather forecasts

Supervises: Assigned Staff

Reports To: Environmental Unit Leader, Situation Unit Leader, or Scientific Support Coordinator

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Gather pertinent weather information** from all appropriate sources
- ☐ **Interpret and analyze data** from the NOAA's National Weather Service and other sources
- ☐ **Provide incident-specific weather forecasts** on an assigned schedule
- ☐ Answer specific weather related response questions and coordinate with the Scientific Support Coordinator and Trajectory Analysis Specialist, as needed
- ☐ Supply weather forecasts to the Situation Unit for dissemination throughout the Command Post
- ☐ **Provide briefing** on weather observations and forecasts to the proper personnel
- ☐ May be located in the Situation Unit

**Products**

- ☐ **Charts or Tables** *Tides and Currents Charts or Tables:* Provide information, or ensure that the Scientific Support Coordinator is providing. Submit to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
- ☐ **Forecasts** *Weather Forecasts:* Submit (or ensure that the SSC is submitting) forecasts to Documentation Unit, the Planning Section Chief (for inclusion in the IAP), all other Section Chiefs, the Situation Unit Leader, and the Display Processor. Submit ASAP after the forecast is updated. Display the information at Tactics and Planning Meetings. Ensure that the Trajectory Analysis Specialist has the most current information
- ☐ **Form 214a** *Individual Log:* Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Planning

Shoreline Cleanup Assessment Specialist

Primary Duty: Responsible for providing appropriate cleanup recommendations for each shoreline impacted (taking into account the type and degree to which they have been impacted)

Supervises: Assigned Staff

Reports To: Environmental Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Describe shoreline types and oiling conditions**
- ☐ In coordination with the Resources at Risk Specialist and the Historic / Cultural Resources Specialist, **identify sensitive resources** (ecological, recreational, and cultural)
- ☐ Recommend the need for cleanup, and cleanup priorities
- ☐ **Recommend cleanup methods** to the Environmental Unit Leader
- ☐ **Recommend cleanup endpoints** and address the question of "How clean is clean?"
- ☐ Recommend the need for, and the numbers of, Shoreline Cleanup Assessment Teams (SCATs) for the development of ICS 215 and ICS 204
- ☐ **Monitor cleanup effectiveness**

▪ Base Maps

Make sure the results of Base Maps get to the Situation Unit

▪ **ESIs – ACPs – GRPs.** Use Environmental Sensitivity Index (ESI) data and ACPs / GRPs to determine location and protection priority of potentially impacted sensitive areas

▪ Shoreline Designators.

Coordinate with Operations personnel, and with the GRP and GIS Specialists if present, in the assignment of shoreline segment designators

▪ **Plan Ahead.** Project activities for the next day and communicate this and other response issues to the EUL



Products

- ☐ **Maps** *Base maps:* Obtain blank base maps from the GIS Specialist or the Situation Unit Leader and provide them to SCAT Team members so they can record their observations. **Ensure that SCAT Team members forward those observations to the GIS Specialist and the Situation Unit Leader**
- ☐ **Form 214a** *Individual Log:* Summarize your daily activities on the ICS 214a. Submit your 214a to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123) Assist with discussions as appropriate

Disposal (Waste Management) Specialist**Planning**

Primary Duty: Responsible for providing the Planning Section Chief with a Disposal Plan

Supervises: Assigned Staff

Reports To: Environmental Unit Leader

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ For each anticipated response waste stream, detail the following activities in the Waste Mgmt. Plan:
 - Collection
 - Sampling
 - Monitoring
 - Temporary storage
 - Transportation
 - Recycling
 - Disposal
- ☐ **Develop a Pre-cleanup Plan and monitor pre-cleanup operations**, if appropriate
- ☐ **Calculate and verify the volume of petroleum recovered**, including petroleum collected with sediment / sand etc. Verify information with the Disposal Group Supervisor in the Operations Section. Forward updated information to the Situation Unit Leader for use in the ICS 209
- ☐ **Provide status reports** to appropriate requesters

▪ **Coordinate.**
Work closely with the Disposal Group Supervisor in the Operations Section

**Products**

- ☐ **Plan** *Waste Management Plan*: Produce a plan for managing and disposing of waste generated at the incident. Consult applicable hazardous waste laws and regulations to ensure compliance. Submit to Unified Command and Operations Section ASAP upon start-up
- ☐ **Form 209** *Incident Status Summary*: Ensure that the Situation Unit Leader has the most current waste management information for use on the ICS 209. Verify information with Disposal Group Supervisor
- ☐ **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Planning Meeting** (pg123)..... Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Planning**Historic / Cultural Resources Specialist**

Primary Duty: Responsible for identifying and resolving issues related to any historic or cultural sites that are threatened or impacted during an incident

Supervises: Assigned Staff

Reports To: Environmental Unit Leader or Resources at Risk Specialist

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Understand and be able to implement a “Programmatic Agreement on Protection of Historic Properties” and consult with:
 - State Historic Preservation Officers
 - Land management agencies
 - Appropriate native tribes and organizations
 - Other concerned parties
- ☐ Implement Programmatic Agreement for the Federal On Scene Coordinator
- ☐ If Programmatic Agreement is not used, coordinate Section 106 consultations with the State Historic Preservation Officers
- ☐ Ensure compliance with applicable Federal / State regulations
- ☐ Identify, prioritize and develop strategies for protection and cleanup of impacted historic / cultural sites in order to minimize damage
- ☐ Consult and reach consensus with concerned parties on affected historic / cultural sites and response strategies
- ☐ Participate in the testing and evaluation of cleanup techniques used on historic / cultural sites
- ☐ Monitor and provide guidance on the cleanup of historic / cultural sites to reduce or eliminate response-related impacts

**Products**

- ☐ **Form 232** *Resources At Risk Summary*: Assist the Environmental Unit Leader / Resources at Risk Specialist in the completion of this form
- ☐ **Form 214a** *Individual Log*: Summarize your daily activities. Submit to the Environmental Unit Leader and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Primary Duty: Act in an advisory capacity during an oil spill response

Supervises: Assigned Staff

Reports To: Planning Section Chief or assigned supervisor



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Participate in Planning Meetings, if requested
- ☐ **Advise on legal issues** relating to:
 - In-situ burning, dispersants, and other response technologies
 - Natural Resource Damage Assessment
 - Incident investigation
 - Finance and claims
 - Other response-related legal issues

▪ **Tip.**
This position can be assigned to any section



Products

- ☐ **Form 214a Individual Log** Summarize your daily activities. Submit to the Planning Section Chief or your immediate supervisor, and the Documentation Unit at the end of the Operational Period

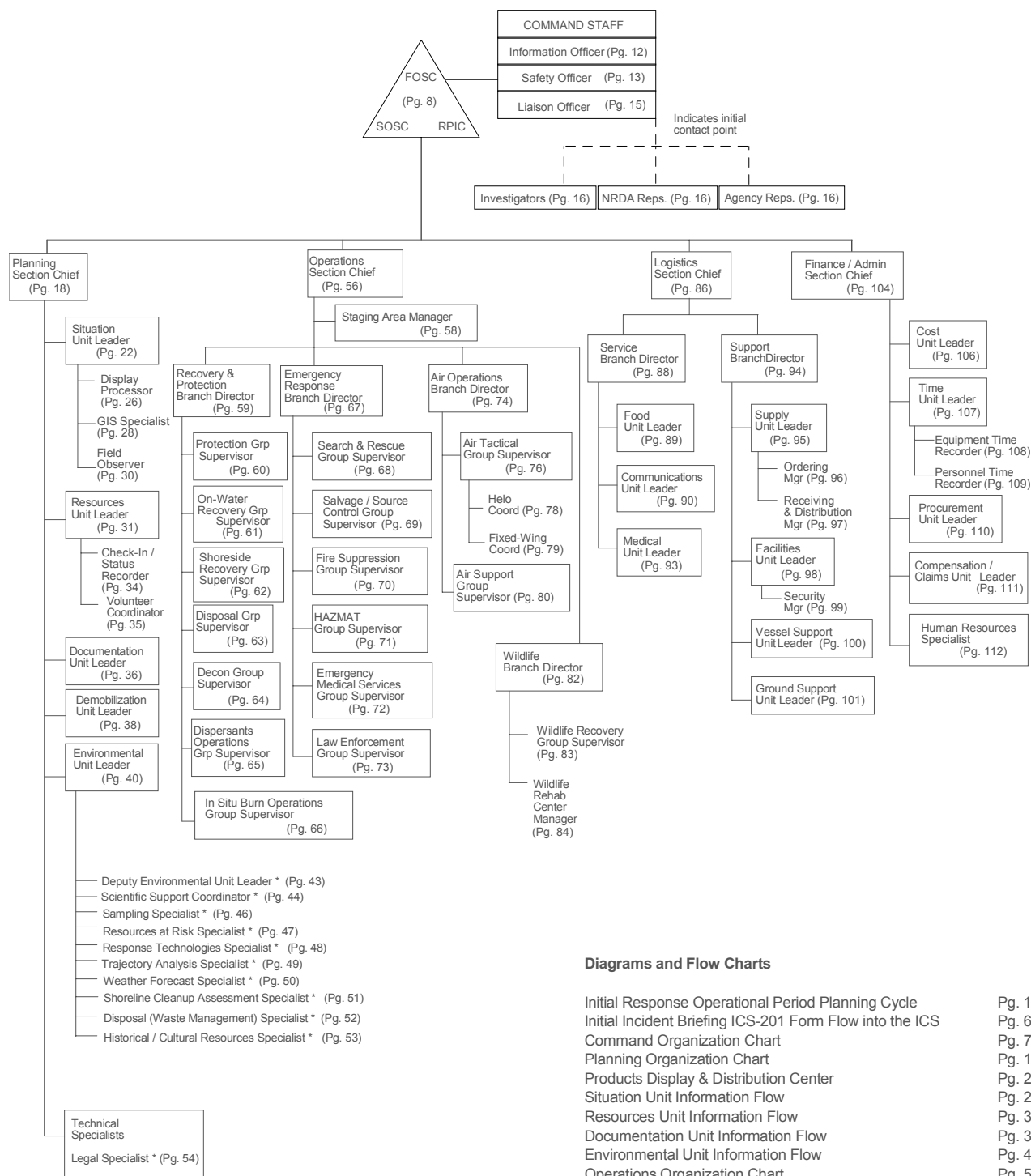


Meetings

- ☐ **Planning Meeting** (pg123)..... Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Operations

Organization Chart



Diagrams and Flow Charts

Initial Response Operational Period Planning Cycle	Pg. 1
Initial Incident Briefing ICS-201 Form Flow into the ICS	Pg. 6
Command Organization Chart	Pg. 7
Planning Organization Chart	Pg. 17
Products Display & Distribution Center	Pg. 24
Situation Unit Information Flow	Pg. 25
Resources Unit Information Flow	Pg. 33
Documentation Unit Information Flow	Pg. 37
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Operations Organization Chart	Pg. 55
Logistics Organization Chart	Pg. 85
Communications Unit Information Flow	Pg. 92
Finance / Admin Organization Chart	Pg. 103
Initial Response Operational Period Planning Cycle	Pg. 113
Operational Period Planning Cycle	Pg. 118
IAP Information Flow	Pg. 129

* Possible Assignment of Technical Specialists

Operations Section Chief

Operations

- Primary Duty:** Responsible for the management of all operations directly applicable to the primary mission
- Supervises:** Staging Area Manager, Recovery & Protection Branch Director, Emergency Response Branch Director, Air Operations Branch Director, Wildlife Branch Director, and other assigned staff
- Reports To:** Incident Commander and Unified Command



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Evaluate the need for, and order additional personnel to staff the ICS**
- ☐ **Develop Operations portion of IAP**
- ☐ Activate and supervise elements in accordance with the IAP, and direct the IAP's execution
 - Brief and assign Operations personnel
 - Request or release resources as needed to implement the IAP
 - Assemble and disassemble teams / task forces assigned to the Operations Section
 - Direct the preparation of unit operational plans
- ☐ **Activate and execute the Site Safety and Health Plan (SSHP)**
- ☐ **Ensure safe tactical operations**
- ☐ Make or approve expedient changes to the IAP as necessary, and report any changes to the Incident Commander
- ☐ Report any information about special activities, events, or occurrences to the Incident Commander, Planning Section Chief, and the Information Officer
- ☐ **Supervise execution of the IAP for Operations**
- ☐ Approve suggested list of resources to be released from assigned status (not released from the incident)
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required. Fill in between Tactics & Planning Meetings & make sure the ICS 215 is displayed
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation. Make time for briefings before the Planning Meeting

- **Span-of-Responsibility**
Delegate tasks as much as section staffing allows
- **GRPs - ACPs.** Be aware of critical GRP/ACP sites
- **Regulatory Benchmarks.** Be aware of any regulatory benchmarks that must be met
- **Know the Situation.** Have section personnel check the Situation Status Display Board frequently
- **Information Specialists .** Use Information Specialists (sometimes referred to as "Runners") to convey information between sections
- **Keep Your People Current.** Strive to keep section personnel briefed on critical developments or changes
- **Close Coordination with Logistics.** Coordinate with Logistics to ensure use of agreed Requisition / Order Forms as soon as possible after the initial emergency ordering
- **Resource Needs.** Meet with Resources to establish resource typing. Ensure when equipment is ordered specific needs are outlined in size and quantity



Products

- ❑ **Form 215 Operational Planning Worksheet:** Ensure that a blank poster-sized copy is displayed at the Tactics Meeting. At the Tactics Meeting, in concert with the Planning Section Chief, fill out the form with preliminary information. Finalize the information at the Planning Meeting
- ❑ **Form 204 Assignment List** Produce with Resources Unit Leader using the ICS 215 form. Submit to Planning Section Chief (for inclusion in the IAP), and to Documentation Unit once per Operational Period immediately after the Planning Meeting
- ❑ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ❑ **Form 214a Individual Log** Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

▪ **Incident Action Plan (IAP)**

Task your section personnel to generate IAP components as required

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129

▪ **Ops Recorder.** Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214).

▪ **Be Prepared.** Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings

▪ **Review** your section's part in the OP Planning / IAP Meeting Cycle Page 118



Meetings

- ❑ **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
- ❑ **Tactics Meeting** (pg120) **Review IAP to prepare for meeting.** Will be responsible to jointly prepare primary & alternate strategies with the Planning Section Chief. Along with the Planning Section Chief, fill out the ICS 215 - Operational Planning Worksheet with preliminary information
- ❑ **Planning Meeting** (pg123) **State primary and alternate strategies to meet objectives with Planning Section Chief and Logistics Section Chief.** Along with the Planning Section Chief, finalize the ICS 215. Designate Branch, Division, Group boundaries and functions as appropriate using maps and ICS 215. Specify tactics for each Division noting limitations. Specify resources needed by Division / Group with Planning Section Chief and Logistics Section Chief. Plot operations facilities and reporting locations on map (Logistics Section Chief to assist). After meeting, use ICS 215 to develop Assignment Lists (ICS 204) with Resources Unit Leader
- ❑ **Operations Briefing** (pg131) **Brief on current response actions and last shift's accomplishments.** Distribute the IAP. Summarize Division / Group and Air Operations assignments

Staging Area Manager

Operations

Primary Duty: Responsible for managing all activities within the designated staging areas

Supervises: Assigned staff

Reports To: Operations Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Implement pertinent sections of the IAP**
- ☐ **Establish and maintain staging area boundaries**
- ☐ Post signs for identification & traffic control
- ☐ **Establish check-in function** and forward check-in lists (ICS 211e and ICS 211p forms) to Resources Unit Leader as they are completed
- ☐ Determine and request logistical support for personnel and / or equipment, as needed
- ☐ **Advise Operations Section Chief of changing situations /** conditions on scene
- ☐ Respond to requests for resource assignments
- ☐ Respond to requests for information, as required
- ☐ Demobilize or reposition staging areas, as needed

▪ **Staging Area Directions**

Make sure Command Post has clear directions to all staging areas

▪ **Control Equipment.** Establish staging area checkpoint early to control equipment arrival and departures

▪ **Keep Command Post Informed.** Make sure resource status forms are conveyed to the Command Post frequently

▪ **Ask For HELP.** Inform the Command Post when more assistance / resources are needed

▪ **Monitor Resources On-hand.** Inform Command Post when “in-demand” resource levels are low

▪ **Proper Resource Tracking.** Make sure resource arrival / departure is tracked on proper ICS form



Products

- ☐ **Form 211e&p** *Check-In Lists for Equipment & Personnel:* Check-in information such as name, agency, time arriving, etc. to Resources Unit Leader & Documentation Unit Leader at regular intervals and when form is completed
- ☐ **Form 214** *Unit Log:* Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** *Individual Log:* Summarize your daily activities. Submit to Operations Section Chief and the Documentation Unit at the end of the operational period



Meetings

- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Operations

Recovery & Protection Branch Director

Primary Duty: Responsible for overseeing and implementing the protection, containment, and cleanup activities established in the IAP

Supervises: Protection Group Supervisor, On-Water Recovery Group Supervisor, Shoreside Recovery Group Supervisor, Disposal Group Supervisor, Decon Group Supervisor, Dispersants Group Supervisor, In Situ Burn Operations Group Supervisor, and other assigned staff

Reports To: Operations Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Develop alternatives** for Branch control operations & Supervise Branch Operations
- ☐ **Develop Operations portion of the IAP**
- ☐ **Review Assignment lists** (ICS 204) for Divisions / Groups within Branch. Modify lists based on effectiveness of current operations
- ☐ **Brief Operations, and assign personnel in accordance with the IAP**
- ☐ Report information about special activities, events, and occurrences to the Operations Section Chief
- ☐ Report resource needs, surplus resources, hazardous situations, modifications to the IAP, and significant events to Operations Section Chief
- ☐ Review recommendations and initiate release of resources

Anticipate The Response Needs

As the incident progresses, anticipate recovery and protection needs (especially GRP sites)

▪ **Remember Regulatory Benchmarks.** Be aware of any regulatory benchmarks; make sure they are met

▪ **Track Resources Continuously.** Check Situation Status Display Board frequently to verify resource locations / status

▪ **Status Boards.** At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate info. is ready for meeting

▪ **Coordinate with Contractors.** Make sure contractors report equipment deployments / status changes promptly

▪ **Communicate .** Maintain close communication with Group Supervisors

▪ **Be Proactive.** Participate with Form 204 generation and / or review to insure that directions and methods are appropriate

▪ **Be Prepared.** Be ready to assist Ops Sec Chief at meetings (Tactics / Planning / etc.)



Products

- ☐ **Form 204 Assignment List:** Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Review and modify assignment list. Brief Planning & Operations on changes. Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123) Assist with discussions as appropriate

Protection Group Supervisor

Operations

Primary Duty: Implement protection strategies as indicated in the IAP

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Responsible for the deployment of containment, diversion, and absorbing boom in designated locations
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Direct, coordinate, and assess the effectiveness of protective actions
- ☐ Modify protective actions as needed
- ☐ Brief the Recovery & Protection Branch Director on activities
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks
- ☐ Resolve logistics problems within the Group

Anticipate The Response Needs.

As the incident progresses, anticipate recovery and protection needs (especially GRP sites)

Communicate often with Contractors.

Maintain close communication with contractors to insure that work is proceeding as planned

Communicate with Branch Director.

Maintain close communication with Recovery & Protection Branch Director

Track & Report Response Equipment.

Make sure equipment location / status changes get reported to Resource Unit Leader promptly

Check Status Display Info. Check Situation Status Display Board frequently to verify resource locations/status

Status Boards. At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate information is ready for meeting



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations

On-Water Recovery Group Supervisor

Primary Duty: Responsible for managing and implementing on-water recovery operations in compliance with the IAP

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Direct, coordinate, and assess the effectiveness of on-water recovery actions
- ☐ Modify protective actions as needed
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Recovery & Protection Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks
- ☐ Resolve logistics problems within the Group

- **Communicate often with Contractors.** Maintain close communication with contractors to insure that work is proceeding as planned
- **Communicate with Branch Director.** Maintain close communication with Recovery & Protection Branch Director
- **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to Resource Unit Leader promptly
- **Check Status Display Info.** Check Situation Status Display Board frequently to verify resource locations / status
- **Status Boards.** At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate information is ready for meeting



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Shoreside Recovery Group Supervisor

Operations

Primary Duty: Responsible for managing and implementing shoreside cleanup operations in compliance with the IAP

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Implement recovery strategies as indicated in the IAP
- ☐ Direct, coordinate, and assess the effectiveness of shoreside recovery operations
- ☐ Modify protective actions as needed
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Recovery & Protection Branch Director on activities
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks and resolve logistics problems within the Group

- **Anticipate Response Needs.**
Anticipate recovery equipment / logistics needs
- **Communicate often with Contractors.**
Maintain close communication with contractors to insure that work is proceeding as planned
- **Communicate with Branch Director.**
Maintain close communication with Recovery & Protection Branch Director
- **Track & Report Response Equipment.**
Make sure equipment location / status changes get reported to Resource Unit Leader promptly
- **Check Status Display Info.** Check Situation Status Display Board frequently to verify resource locations / status



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations

Disposal Group Supervisor

Primary Duty: Responsible for coordinating the on site activities of personnel engaged in collecting, storing, transporting, and disposing of waste materials

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Implement the disposal portion of the IAP
- ☐ Ensure compliance with all hazardous waste laws and regulations
- ☐ Maintain accurate records of recovered material
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Recovery & Protection Branch Director on activities
- ☐ Ensure that the Resources Unit is advised of changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks & resolve logistics problems within the Group

▪ **Know the LAW.**

Get familiar with hazardous waste laws and regulations

▪ **Coordinate with Planning.** Work closely with the Waste Management Specialist in the Planning Section

▪ **Communicate with Situation Unit.** Communicate closely with the Situation Unit to report recovered material quantities

▪ **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to the Resource Unit Leader promptly

▪ **Status Boards.** At least 30 minutes prior to Tactics & Planning Meetings, check status boards to ensure accurate information is ready for meeting



Products

- ☐ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. Submit to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Decon Group Supervisor

Operations

Primary Duty: Responsible for decontamination of personnel and response equipment in compliance with approved statutes

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Implement the Decontamination Plan**
- ☐ **Direct and coordinate decontamination activities**
- ☐ Brief the site Safety Officer on conditions
- ☐ **Review Group assignments** and incident activities with subordinates and assign tasks
- ☐ Brief the Recovery & Protection Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ **Coordinate activities with other Groups**
- ☐ Determine need for assistance on assigned tasks
- ☐ **Resolve logistics problems within the Group**

▪ **Coordinate with the Plan.**

Establish early communication with those responsible for generating the Decontamination Plan

▪ **Review the Plan.** Review the Decontamination Plan as soon as possible to determine potential problems / issues

▪ **Safety First.** Make sure that health and safety concerns are addressed

▪ **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to the Resource Unit Leader promptly



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214 Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations

Dispersants Operations Group Supervisor

Primary Duty: Responsible for coordinating all aspects of a dispersant operation

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ For aerial applications, the Group works closely with the Air Tactical Group Supervisor
- ☐ Determine resource needs
- ☐ Assist the Planning Section in the development of dispersant operations and monitoring plans
- ☐ Implement approved dispersant operations and monitoring plans
- ☐ Manage dedicated dispersant resources and coordinate with Air Operations
- ☐ Coordinate required monitoring
- ☐ Brief Recovery and Protection Branch Director on activities

- **Understand Dispersants.** Get acquainted with Dispersants Specialist(s) in the Planning Section
- **Coordinate Aerial Dispersants.** Work closely with Air Ops personnel to plan and execute aerial dispersant missions
- **Assist Logistics.** Assist Logistics Section in locating alternative sources for dispersant application equipment
- **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to the Resource Unit Leader promptly



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131).....** Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

In-Situ Burn Operations Group Supervisor

Operations

Primary Duty: Responsible for coordinating all aspects of an in-situ burn operation

Supervises: Assigned staff

Reports To: Recovery & Protection Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ For aerial ignition, work closely with the Air Tactical Group Supervisor
- ☐ Determine resource needs
- ☐ Assist the Planning Section in the development of in-situ burn operations and monitoring plans
- ☐ Implement approved in-situ burn operations and monitoring plans
- ☐ Manage dedicated in-situ burning resources and coordinate with other operations
- ☐ Coordinate required monitoring
- ☐ Brief Recovery and Protection Branch Director on activities

- **Understand In-Situ Burning.** Get acquainted with Planning Section In-Situ Burn Specialist(s)
- **Coordinate Aerial Support.** Work closely with Air Ops personnel to plan and execute aerial support for Burn Operations
- **Alternative Sources.** Determine alternative sources for specialized equipment as time allows and necessity dictates
- **Monitor the Burn.** Work with Safety Officer to determine / implement appropriate monitoring effort
- **Inform the Public.** Work with JIC to get-the-word-out if a burn is to be seen by the general public



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Recovery & Protection Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations

Emergency Response Branch Director

Primary Duty: Responsible for overseeing and implementing emergency measures to: protect life, mitigate further damage to the environment, and stabilize the situation

Supervises: Search & Rescue Group Supervisor, Salvage / Source Control Group Supervisor, Fire Suppression Group Supervisor, HAZMAT Group Supervisor, Emergency Medical Services Group Supervisor, Law Enforcement Group Supervisor, and other assigned staff

Reports To: Operations Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Develop and supervise the operations portion of the IAP**
- ☐ **Review Assignment lists** (ICS 204) for Divisions / Groups within the Branch. Modify lists based on effectiveness of current operations
- ☐ Report information about special activities, events, and occurrences to the Operations Section Chief
- ☐ Assign specific tasks to Division / Group Supervisors
- ☐ **Report resource needs, surplus resources, hazardous situations, & modifications to the IAP** to the Operations Section Chief
- ☐ Review suggested list of resources to be released and initiate recommendations for release

- **Advise the Unified Command.** Be available to Command for consultation and direction Plan
- **Delegate Responsibilities.** Delegate the Branch detail activity to Group Supervisors
- **Coordinate Local Agencies.** Make sure local emergency agencies are apprised of present and developing situations
- **Incident Action Plan (IAP)** Contribute to IAP component generation as needed
 ☞ See IAP Preparation & Approval page 128
 ☞ See IAP Information Flow Diagram, page 129
- **Branch Recorder.** Keep at least one person in the unit area at all times and assign that person to maintain the Unit Log (ICS-214)



Products

- ☐ **Form 204 Assignment List:** Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Review assignment list. Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Planning Meeting** (pg123) Assist with discussions as appropriate

Search & Rescue Group Supervisor

Operations

Primary Duty: Responsible for prioritization, direction, and coordination of all search and rescue missions

Supervises: Assigned staff

Reports To: Emergency Response Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Manage dedicated search and rescue resources
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Emergency Response Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks
- ☐ Resolve logistics problems within the Group

- **Coordinate Agencies.** Determine / establish contact with agencies who can support search & rescue operations Plan
- **Find Alternate Sources.** Determine alternative sources for SAR support and equipment
- **Know Air Operations.** Get acquainted with Air Ops personnel to facilitate rapid response to an emergency
- **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to the Resource Unit Leader promptly



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations**Salvage / Source Control Group Supervisor**

Primary Duty: Responsible for coordinating and directing all salvage activities related to the incident

Supervises: Assigned staff

Reports To: Emergency Response Branch Director or Ops Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate the development and implementation of the Salvage / Source Control Plan
- ☐ Manage dedicated salvage /source control resources
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Emergency Response Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with the rest of Operations, other Groups, Branches, & Divisions
- ☐ Determine need for assistance on assigned tasks
- ☐ Resolve logistics problems within the Group

- **Coordinate with Contractors.**

Determine / establish contact with contractors capable of supporting salvage operations Plan

- **Help Develop the Plan.** Assist in developing Salvage / Source Control Plan; be familiar with Plan details

- **Communicate Communicate.** Assure good field communication channel(s); cell phone, radio, etc.

- **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to the Resource Unit Leader promptly

- **Meetings.** Salvage Supervisor may need to attend Tactics and Planning Meetings if Salvage is a key objective

**Products**

- ☐ **Plan** Salvage Plan: Produce plan for directing salvage operations. Submit to Unified Command and Operations Section, as necessary
- ☐ **Form 214** Unit Log: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** Individual Log: Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Fire Suppression Group Supervisor

Operations

Primary Duty: Responsible for coordinating & directing all fire fighting activities related to the incident

Supervises: Assigned staff

Reports To: Emergency Response Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Prioritize responses to fires related to the incident
- ☐ Direct and coordinate fire fighting mission
- ☐ Manage dedicated fire fighting resources
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Emergency Response Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks
- ☐ Resolve logistics problems within the Group

- **Safety First.** Insure that all health & safety matters are properly addressed
- **Coordinate with Fire Fighters.** Determine / establish contact with agencies who can support fire fighting operations Plan
- **Maintain Communications.** Establish and maintain reliable communication channels with supporting agencies



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations

HAZMAT Group Supervisor

Primary Duty: Responsible for coordinating and directing all hazardous materials activities related to the incident

Supervises: Assigned staff

Reports To: Emergency Response Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Prioritize HAZMAT responses related to the incident**
- ☐ **Direct and coordinate HAZMAT responses**
- ☐ **Manage dedicated HAZMAT resources**
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Emergency Response Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ **Coordinate activities with other Groups**
- ☐ Determine need or assistance on assigned tasks
- ☐ **Resolve logistics problems within the Group**

▪ **Coordinate HAZMAT Agencies.**

Determine / establish contact with agencies capable of supporting HAZMAT operations Plan

▪ **Consult with Safety Officer.**

Communicate with Safety Officer to insure awareness of HAZMAT concerns / issues

▪ **Oversee HAZMAT Protection.** Routinely inspect (or delegate inspection of) work areas for adequate HAZMAT protection

▪ **Maintain Communications.** Establish and maintain reliable communication channels with supporting agencies / vendors

▪ **Incident Action Plan (IAP)**

☞ As necessary, participate in IAP component generation where HAZMAT issues are involved

☞ Review IAP to insure that all HAZMAT-related issues are accommodated

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129



Products

- ☐ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131).....** Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Emergency Medical Services Group Supervisor**Operations**

Primary Duty: Responsible for coordinating and directing all emergency medical services (EMS) related to the incident

Supervises: Assigned staff

Reports To: Emergency Response Branch Director

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Prioritize EMS responses related to the incident**
- ☐ **Direct and coordinate EMS response**
- ☐ **Manage dedicated EMS resources**
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Emergency Response Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ **Coordinate activities with other Groups**
- ☐ Determine need for assistance on assigned tasks
- ☐ **Resolve logistics problems within the Group**

- **Coordinate with EMS.**

Determine / establish contact with emergency medical services Plan

- **Consult with Safety Officer.** Establish and maintain good communications with Safety Officer

- **Maintain Communications.** Establish and maintain reliable communication channels with supporting agencies / vendors

- **Track & Report Response Equipment.** Make sure equipment location / status changes get reported to the Resource Unit Leader promptly

- **Incident Action Plan (IAP)**

- ☞ As necessary, participate in IAP component generation where EMS issues are involved

- ☞ Review IAP to insure that all EMS-related issues are accommodated

- ☞ See IAP Preparation & Approval page 128
- ☞ See IAP Information Flow Diagram, page 129

**Products**

- ☐ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Operations

Law Enforcement Group Supervisor

Primary Duty: Responsible for coordinating and directing all law enforcement activities related to the incident

Supervises: Assigned staff

Reports To: Emergency Response Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Isolate the incident and secure the perimeter
- ☐ Control crowds and traffic
- ☐ Manage public protection actions such as evacuations, beach closures, etc.
- ☐ Manage dedicated law enforcement resources
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Emergency Response Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance on assigned tasks
- ☐ Resolve logistics problems within the Group

- **Coordinate with Law Enforcement.** Determine / establish contact with local law enforcement agencies Plan
- **Adequate Security & Safety.** Routinely inspect (or delegate inspection of) work areas for adequate security / safety
- **Communicate with Safety Officer.** Communicate with Safety Officer to insure awareness of crowd control / public safety issues
- **Maintain Communications.** Establish and maintain reliable communication channels with supporting agencies / vendors
- **Incident Action Plan (IAP)**
 - ☞ As necessary, participate in IAP component generation where relevant issues are involved
 - ☞ Review IAP to insure that all relevant issues are accommodated
 - ☞ See IAP Preparation & Approval page 128
 - ☞ See IAP Information Flow Diagram, page 129



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Emergency Response Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their relief and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Air Operations Branch Director**Operations**

Primary Duty: Supervise all air operations activities

Supervises: Air Tactical Group Supervisor, Air Support Group Supervisor, and other assigned staff

Reports To: Operations Section Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Responsible for preparing the air operations portion of the IAP** and implementing its strategic aspects. These activities are performed while ground-based
- ☐ **Provide logistical support to incident helicopters**
- ☐ Request declaration or cancellation of restricted air space area. Schedule approved flights of non-incident aircraft in the restricted air space area
- ☐ **Prepare and provide Air Ops Summary Worksheets (ICS 220)** to Air Support Group and Fixed-Wing Bases
- ☐ Attend Planning Meetings at the request of the Operations Section Chief
- ☐ **Determine coordination procedures** for use by air operations personnel with ground Branches, Divisions, or Groups
- ☐ Coordinate with appropriate Operations Section personnel
- ☐ **Establish procedures for emergency reassignment of aircraft**
- ☐ Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident and resolve any conflicts with non-incident aircraft
- ☐ **Coordinate with the Federal Aviation Administration**
- ☐ Report to the Operations Section Chief on air operations activities
- ☐ Arrange for an accident investigation team when warranted
- ☐ Reflect agency restrictions such as night flying or hours per pilot that impact the operational capacity or use of resources in the IAP

- **Safety First.** Make sure all passengers are sufficiently briefed on aircraft safety procedures prior to flight
- **Adequate Aviation Resources.** Make sure adequate aviation resources are available early in the incident
- **Flight Scheduling**
 - ☞ Establish an aircraft schedule convention early in the response
 - ☞ Post flight schedules as appropriate
- **Flight Reservations.** Make sure the responders know how to “book a flight”
- **Aircraft Equipment.** Make sure requested aircraft are properly equipped (cargo hooks, dispersant equipment, etc.)
- **Aircraft Vendors / Contractors**
 - ☞ As necessary, assist Logistics Section in locating qualified aviation vendors / contractors
 - ☞ Locate alternative aviation resources in case of accident or mechanical problems
- **FAA & Restricted Air Space.** Establish contact with FAA (perhaps via USCG) to restrict / close air space, if necessary
- **Coordinate .** Work closely with Dispersants Operations Group Supervisor and In-Situ Burn Operations Group Supervisor to plan and execute aerial dispersant or In-Situ burn missions
- **Adequate Ground Support.** Make sure that aircraft have adequate ground support so delays and ground time are minimized



Products

- ❑ **Form 220 Air Operations Summary:** Complete the form except for item 11 (designators for aircraft assigned). Item 11 to be completed by Air Support Group Supervisor. Operations Section Chief is to assist in completing form. Submit to Air Support Group Supervisor and Fixed Wing Support personnel. These personnel complete the form by indicating the designators of helicopters and fixed-wing aircraft assigned missions during the specified operational period. Submit to Air Operations personnel, Resources Unit, and Documentation Unit (after form has been completed with designator information). Summary to be initiated during the Planning Meeting
- ❑ **Form 204 Assignment List:** Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
- ❑ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. Submit to the Documentation Unit at the end of the Operational Period
- ❑ **Form 214a Individual Log:** Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period

▪ Incident Action Plan (IAP)

Make sure that ICS 220 (Air Ops Summary) is completed for inclusion into IAP.

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129



Meetings

- ❑ **Planning Meeting** (pg123) Assist with discussions as appropriate
- ❑ **Operations Briefing** (pg131) Assist with discussions as appropriate

Air Tactical Group Supervisor

Operations

Primary Duty: Responsible for the coordination and scheduling of aircraft operations

Supervises: Helo Coordinator, Fixed Wing Coordinator, and other assigned staff

Reports To: Air Operations Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ These coordination activities are performed while airborne:
 - Locate, observe, survey, and track the spill
 - Support dispersant applications
 - Support in-situ burn operations
 - Support bioremediation operations
 - Report on the incident situation
- ☐ **Determine what aircraft are operating within the area of assignments**
- ☐ **Manage air tactical activities** based on the IAP, including target selection, & suggested modifications to the IAP
- ☐ **Establish and maintain communications** with the Air Operations Branch Director, Fixed Wing and Helicopter Coordinators, the Air Support Group Supervisor, and Fixed-wing Bases
- ☐ Coordinate dispersant, in-situ burning, and bioremediation application through the Air Operations Branch Director and / or In-Situ Burn Operations Group Supervisor
- ☐ **Obtain information about air traffic external to the incident** and receive reports of any non-incident aircraft violating the restricted air space area. Coordinate approved flights of non-incident aircraft in restricted air space area
- ☐ Make tactical recommendations to approved ground contact (Operations Sections Chief, Branch Director, or Division / Group Supervisor)
- ☐ **Coordinate air surveillance mission scheduling and observer assignments** with the Situation Unit Leader. Identify helpful remote sensing technologies that may enhance surveillance capabilities
- ☐ Coordinate application monitoring requirements with Helicopter and Fixed-Wing Coordinators and the Situation Unit
- ☐ Report on air surveillance, operations activities, and tactical recommendations affecting the air operations portion of the IAP to the Air Operations Branch Director

▪ Understand the Situation.

Support the Air Ops Branch Director and ascertain specific needs

▪ Anticipate Response Needs.

Proactively initiate contact with Unit Leaders, Branch Directors, and Supervisors so they will know whom to contact when they need aircraft support

▪ Incident Action Plan (IAP)

Provide input to the IAP regarding aircraft operations and support as required

☞ See IAP Preparation & Approval page 128

☞ See IAP Information Flow Diagram, page 129



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Air Operations Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate. **After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP.** Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Helicopter Coordinator

Operations

Primary Duty: Responsible for the coordination of all airborne tactical or logistical helicopter missions

Supervises: Assigned staff

Reports To: Air Tactical Group Supervisor



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Responsible for the coordination and scheduling of helicopter operations** intended to locate, observe, track, survey, or report on the incident situation
- ☐ Coordinate the application of dispersants, in-situ burning agents, and bioremediation agents
- ☐ **Determine the type and number of aircraft operating within incident assignment area**
- ☐ Determine helicopter capabilities and limitations
- ☐ Survey and report on potential problems within the incident assignment area (other aircraft hazards, ground hazards, etc.)
- ☐ **Coordinate air traffic control procedures** with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Fixed Wing Coordinator, and the Air Support Group
- ☐ **Coordinate the use of radio frequencies** for ground-to-air and air-to-air communications with the Air Tactical Group Supervisor and the Communications Unit
- ☐ Assign and ensure use of appropriate operating frequencies by incident helicopters
- ☐ Coordinate and make geographic assignments for helicopter operations with the Air Tactical Group Supervisor
- ☐ **Implement and monitor all safety requirements and procedures**
- ☐ Ensure that approved night flying procedures are followed
- ☐ **Supervise all helicopter activities**: receive assignments, brief pilots, assign (or reassign) missions as directed, and report on mission completion
- ☐ Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director

▪ Helo Availability.

Be familiar with helo requirements and types available from local vendors

▪ Determine Their Needs.

Communicate with pilots / support personnel to determine operational issues and problems

▪ **Passenger Safety.** Periodically, review / monitor passenger safety briefings

▪ **Monitor Efficiency.** Monitor helicopter workloads / duty cycles; recommend demob when appropriate to save costs



Products

- ☐ **Form 214a Individual Log**: Summarize your daily activities on the ICS 214a. Submit to the Air Tactical Group Supervisor and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Operations

Fixed-Wing Coordinator

Primary Duty: Coordinate assigned airborne fixed-wing aircraft operations at the incident

Supervises: Assigned staff

Reports To: Air Tactical Group Supervisor



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Responsible for scheduling of fixed-wing operations intended to locate, observe, track, survey, or report on the incident situation
- ☐ Coordinate the application of dispersants, in-situ burning agents, and bioremediation agents
- ☐ Determine type and number of aircraft operating within the incident area
- ☐ Determine fixed-wing aircraft capabilities and limitations
- ☐ Survey and report on potential problems within incident assignment area
- ☐ Coordinate air traffic control procedures with pilots, Air Operations, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group
- ☐ Coordinate the use of radio frequencies for ground-to-air and air-to-air communications with the Air Tactical Group Supervisor and the Communications Unit
- ☐ Implement and monitor all air safety requirements and procedures
- ☐ Supervise all fixed-wing aircraft activities: receive assignments, brief pilots, assign (or reassign) missions as directed, and report on mission completion
- ☐ Coordinate activities, as appropriate, with Air Tactical Group Supervisor, Helicopter Coordinator, and ground operations personnel
- ☐ Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director

- **Adequate Aviation Resources.** Be familiar with incident requirements and types of aircraft available from local vendors
- **Determine Their Needs.** Communicate with pilots / support personnel to determine operational issues and problems
- **Passenger Safety.** Periodically, review/monitor passenger safety briefings
- **Monitor Efficiency.** Monitor helicopter workloads / duty cycles; recommend demob when appropriate to save costs



Products

- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Air Tactical Group Supervisor and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate

Air Support Group Supervisor

Operations

Primary Duty: Responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases

Supervises: Assigned staff

Reports To: Air Operations Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate with air bases supporting the incident
- ☐ Provide fuel and other supplies
- ☐ Maintain and repair helicopters
- ☐ Keep records of helicopter activity
- ☐ Enforce safety regulations, and ensure compliance with each agency's operations checklist for day and night operations
- ☐ Participate in air operations planning activities and inform and coordinate activities with Air Operations Branch Director and Air Tactical Group Supervisor
- ☐ Identify helibase and helispot locations from the IAP or the Air Operations Branch Director. Determine personnel and equipment needs for each helibase or helispot
- ☐ Coordinate requests for air logistics and support items through Logistics Section
- ☐ Obtain assigned ground to air frequency for helibase operations from the Communications Unit Leader or the Communications Plan (ICS 205)
- ☐ Inform Air Operations Branch Director of night flying capability and group activities
- ☐ Ensure dust abatement procedures are implemented at helibases and helispots
- ☐ Provide crash-rescue services for helibases and helispots
- ☐ Ensure that air traffic control procedures are established between helibases and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator, and Fixed-Wing Coordinator
- ☐ Obtain a copy of the IAP from the Air Operations Branch Director, including the Air Operations Summary Worksheet
- ☐ Participate in the Air Operations Branch Directors planning activities

▪ **Keep Em Flying.**

Focus on what it takes to keep aircraft in the air; make sure contractors have what they need

▪ **Find a Landing Spot.** Look for possible alternative helispot locations close to operations areas

▪ **Coordinate with Logistics.** Early in the incident, establish a contact in Logistics for needed ordering



Products

- ☐ **Form 220 *Air Operations Summary*:** Fill out item 11 (designators for assigned aircraft); the remainder of the form is to be filled out by the Air Operations Branch Director. Submit form to Air Operations Branch Director. Summary to be initiated during the Planning Meeting
- ☐ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Air Operations Branch Director and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ Operations Briefing (pg131)..... Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Wildlife Branch Director

Operations

Primary Duty: Responsible for minimizing wildlife losses during the spill response

Supervises: Assigned staff

Reports To: Operations Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Coordinate early aerial and ground reconnaissance of the wildlife** at the spill site and report results to Situation Unit Leader
- ☐ Develop the Wildlife Branch portion of the IAP
- ☐ Employ wildlife hazing measures as authorized in the IAP
- ☐ **Recover and rehabilitate impacted wildlife**
- ☐ Assist the appropriate wildlife trustee in organizing and coordinating wildlife rescue and rehabilitation operations. Oversee and coordinate activities of private wildlife care groups including those employed by the responsible party
- ☐ **Identify and maintain processing centers for evidence** tagging, transportation, veterinary services, treatment, rehabilitation, storage, etc.
- ☐ Review Assignments lists (ICS 204) for Divisions / Groups within Branch. Modify lists based on effectiveness of current operations
- ☐ Brief Operations personnel in accordance with the IAP and assign specific tasks to Division / Group Supervisors
- ☐ Supervise Branch Operations
- ☐ Resolve logistics problems
- ☐ Report resource needs, surplus resources, hazardous situations, modifications to the IAP and significant events to Operations Section Chief

Washington State.

In Washington State it has been agreed that the Wildlife Branch Director position will be filled with a State or Federal Trustee, or other person licensed to handle migratory birds

▪ **Local Interests.** Be careful to consider / include local wildlife interest groups whenever possible

▪ **Coordinate with Planning.** Work closely with specialist(s) in the Environmental Unit in the Planning Section

Anticipate Resource Needs

☞ Anticipate carcass retrieval / storage requirements; request equipment accordingly

☞ Anticipate support efforts such as hazing; determine equipment vendors, lead times, facilities, etc.



Products

- ☐ **Form 204 Assignment List:** Receive ICS 204 from Operations Section Chief (whose responsibility, along with the Resources Unit Leader, it is to produce). Review assignment list. Submit to Planning Section Chief (for inclusion in the IAP), Documentation Unit, and Display Center immediately after the Planning Meeting
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the 214a. Submit to the Operations Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Operations

Wildlife Recovery Group Supervisor

Primary Duty: Responsible for coordinating the search for, collection, and field tagging of dead and live impacted wildlife and transportation of them to processing centers

Supervises: Assigned staff

Reports To: Wildlife Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate with the Situation Unit in conducting aerial and group surveys of the wildlife population in the vicinity of the spill
- ☐ Deploy acoustic and visual wildlife hazing equipment, as needed
- ☐ Establish and implement protocols for collection and logging of impacted wildlife
- ☐ Coordinate transportation of wildlife to processing centers
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Wildlife Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance for assigned tasks
- ☐ Resolve logistics problems within the Group



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Wildlife Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate. After this meeting, off-going field supervisors should be interviewed by their reliefs and by Operations in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics and reallocating of resources may be made by the Operations Section Supervisor in whose purview they are in order to adapt to changing conditions

Wildlife Rehab Center Manager

Operations

Primary Duty: Responsible for receiving oiled wildlife at processing centers, recording essential information, collecting necessary samples, and conducting triage, stabilization, treatment, transport, and rehabilitation of oiled wildlife

Supervises: Assigned staff

Reports To: Wildlife Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Process impacted wildlife and maintain logs
- ☐ Collect information on the numbers, types, and status of impacted wildlife and brief the Wildlife Branch Director
- ☐ Coordinate the release of recovered wildlife
- ☐ Review Group assignments and incident activities with subordinates and assign tasks
- ☐ Brief the Wildlife Branch Director on activities and status of resources within the Group
- ☐ Ensure that the Resources Unit is advised of all changes in status of resources assigned to the Group
- ☐ Coordinate activities with other Groups
- ☐ Determine need for assistance for assigned tasks & resolve logistics problems within the Group

Local Interests.

Be careful to consider / include local wildlife interest groups whenever possible

▪ **Accurate Statistics.** Maintain accurate quantity and status records for animals undergoing rehab

▪ **Report Often.** Frequently report statistics to Situation Unit (Planning Section) for inclusion into ICS 209

▪ **Report Staffing Levels.** Periodically, report Center staffing levels (no. of personnel) to Resource Unit Leader



Products

- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit both your 214a to the Wildlife Branch Director and the Documentation Unit at the end of the Operational Period

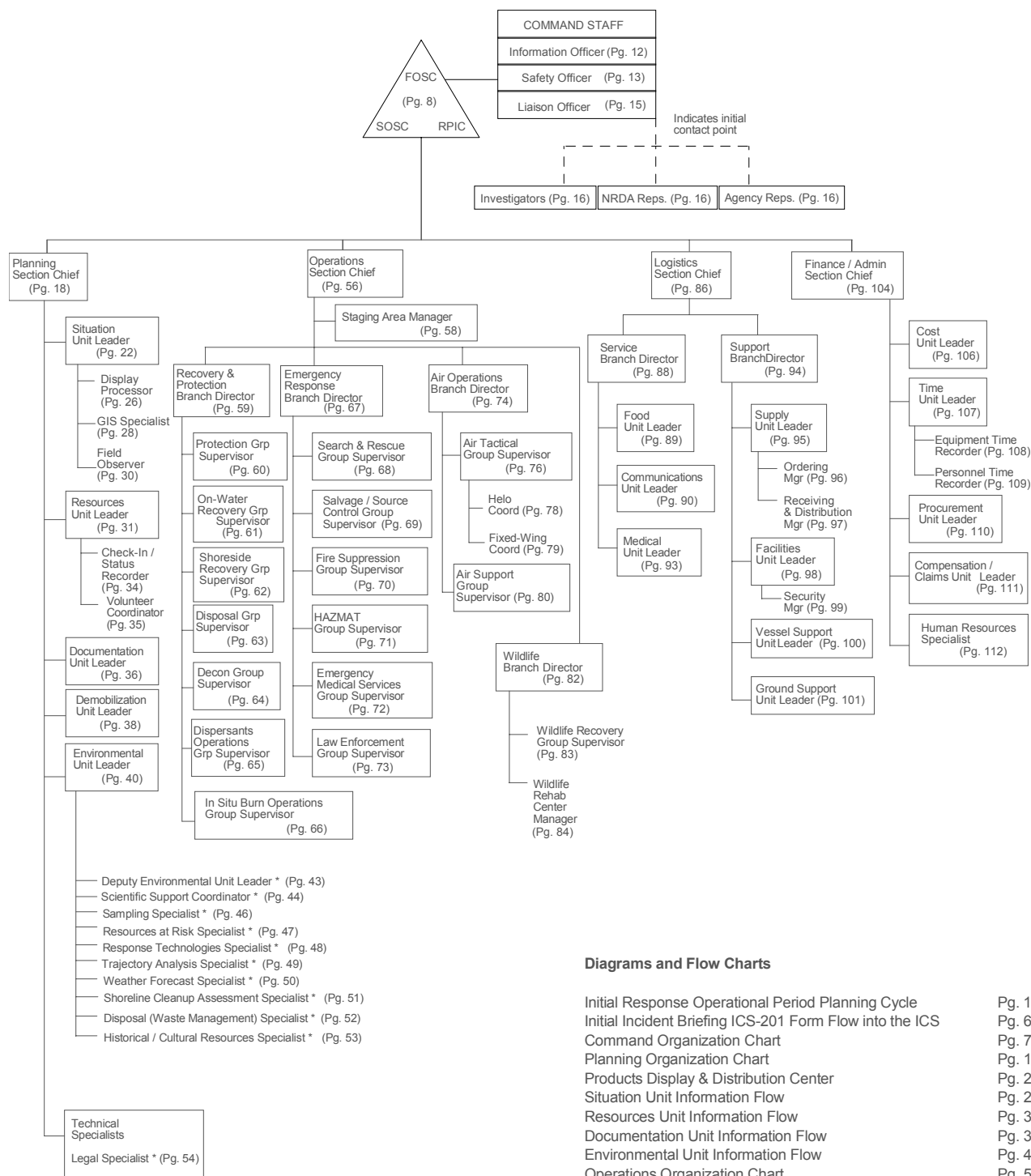


Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Logistics

Organization Chart



Diagrams and Flow Charts

Initial Response Operational Period Planning Cycle	Pg. 1
Initial Incident Briefing ICS-201 Form Flow into the ICS	Pg. 6
Command Organization Chart	Pg. 7
Planning Organization Chart	Pg. 17
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Situation Unit Information Flow	Pg. 25
Resources Unit Information Flow	Pg. 33
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Finance / Admin Organization Chart	Pg. 103
Initial Response Operational Period Planning Cycle	Pg. 113
Operational Period Planning Cycle	Pg. 118
IAP Information Flow	Pg. 129

* Possible Assignment of Technical Specialists

Logistics Section Chief

Logistics

- Primary Duty:** Responsible for providing facilities, services, and materials to all organizational components involved in the incident
- Supervises:** Service Branch Director, Support Branch Director, and other assigned staff
- Reports To:** Incident Commander and Unified Command



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Evaluate the need for, and order additional personnel to staff the ICS**
- ☐ **Manage issues that include,** but are not limited to:
 - Developing and coordinating incident communication systems
 - Coordinating meals and subsistence support
 - Coordinating delivery of response equipment, materials, and supplies
 - Assuring response facility locations are properly equipped
 - Managing the process of on-site and remote security issues
 - Assuring transportation services are available
 - Assuring response vessels, vehicles, & equipment are fueled and maintained
- ☐ Assign work locations and preliminary work tasks to Section personnel and assemble and brief the Branch Director and Unit Leader
- ☐ Participate in the development and implementation of the IAP. Prepare service and support elements of the IAP
- ☐ **Identify service & support requirements for planned & expected operations.** Review the IAP & estimate Section needs for the next Operational Period in coordination with the Planning Section Chief
- ☐ **Advise on current service and support capabilities** & estimate future service & support requirements
- ☐ Provide input on, and review, the Communications Plan (ICS 205), the Medical Plan (ICS 206), the Traffic Plan, and the Vessel Routing Plan
- ☐ **Coordinate and process requests for additional resources.** Get ordering forms & track all resources
- ☐ Receive and process the Demobilization Plan from the Planning Section. Coordinate the release of resources in conformance with the plan
- ☐ Notify the Resources Unit of Logistics Section Units activated including names and locations of assigned personnel
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

▪ **Close Coordination with Operations.**

Coordinate with Operations to ensure use of agreed Requisition / Order Forms as soon as possible after the initial emergency ordering. In addition, ensure that Ops. includes all critical information on order forms such as HP of engines, size of workboat, size & type of helo, size of barge & power of tug, etc.

▪ **Requisition Forms.** Verify use of company / agency requisition and ordering forms, or suggest use of a standardized set of forms so that they can document requests and orders made. Three part forms work well once item is ordered - return copy to OPS (or orderers), one to staging area, one to Situation Unit

▪ **Collaborate with Volunteer Coordinator.** Anticipate logistics needs as volunteer staffing levels change



Products

- ☐ **Form 206 Medical Plan:** Provide input and review plan which is to be produced by the Medical Unit Leader. Ensure that the plan is submitted to the Planning Section Chief (for inclusion in the IAP), the Safety Officer, all Operations Personnel, and the Documentation Unit ASAP upon start-up
- ☐ **Form 205 & Form 205a Incident Radio Communications Plan & Communications List:** Provide input and review forms, which are to be produced by the Communications Unit Leader. Ensure that the Communications Unit Leader is providing the list to the Display Processor, the Documentation Unit, the Planning Section Chief for inclusion in the IAP, and all other response personnel
- ☐ **Plans Traffic & Vessel Routing Plan:** Provide input and review plans which are to be produced by the Ground Support Unit Leader and Vessel Support Unit Leader, respectively. Ensure that the plan is submitted to Operations and Logistics personnel and to the GIS Specialist to generate a map (if necessary). Also submit to the Documentation Unit
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period
- ☐ **Form 215 Operational Planning Worksheet:** Finalize

▪ **Logistics Recorder.**

Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)

▪ **Be Prepared.** Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings

▪ **Review** your part in the OP Planning / IAP Meeting Cycle Page 118



Meetings

- ☐ **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
- ☐ **Business Mngmt Meeting** (pg135) .. Assist with discussions as appropriate
- ☐ **Tactics Meeting** (pg120) Assist with discussions as appropriate
- ☐ **Planning Meeting** (pg123) **State primary & alternate strategies to meet objectives** with Planning Section Chief and Operations Section Chief. Specify resources needed by Division / Group with Planning Section Chief and Operations Section Chief. Plot operations facilities & reporting locations on map with Operations Section Chief. Develop resources, support, and overhead orders with Planning Section Chief. Assist Planning Section Chief to consider support issues: communications, traffic, safety, etc. After meeting, use ICS 215 to prepare tactical and logistical resource orders
- ☐ **Operations Briefing** (pg131) Give transport, communications, and supply updates

Service Branch Director

Logistics

Primary Duty: Responsible for the management of all service activities at the incident

Supervises: Assigned staff

Reports To: Logistics Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Supervise and coordinate the operations of the Communications, Medical, and Food Units
- ☐ Determine level of service required to support operations
- ☐ Confirm dispatch of Branch personnel
- ☐ Participate in Planning Meetings of Logistics Section personnel
- ☐ Review the IAP
- ☐ Inform the Logistics Section Chief of activities
- ☐ Resolve Service Branch problems



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Logistics Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Primary Duty: Responsible for determining feeding requirements at all incident facilities

Supervises: Assigned staff

Reports To: Service Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Determine cooking facilities required, obtain necessary equipment and supplies to operate food service facilities
- ☐ Determine number of people to feed, plan menus, prepare and serve food
- ☐ Provide potable water
- ☐ Ensure all appropriate health and safety measures are taken
- ☐ Supervise cooks and other Food Unit personnel
- ☐ Keep inventory of food on hand, and check in food orders
- ☐ Provide Supply Unit Leader with food supply orders



Products

- ☐ **Inventory** Food Inventory: Prepare for internal use
- ☐ **Inventory** Order Forms: Prepare and submit to the Supply Unit Leader for ordering and supplying
- ☐ **Form 214** Unit Log: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** Individual Log: Summarize your daily activities on the ICS 214a. Submit to the Service Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Communications Unit Leader**Logistics**

Primary Duty: Responsible for developing plans for the effective use of the incident communications equipment and facilities

Supervises: Assigned staff

Reports To: Service Branch Director

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Compile phone and radio lists (ICS 205 and 205a) from contact information transmitted by the Check-In Recorders.** Provide phone / radio lists to the Display Processor, to the Planning Section Chief for inclusion in the IAP, the Documentation Unit, and ensure that a copy is given to all response personnel
- ☐ **Install, test, maintain, and repair communications equipment and systems**
- ☐ Advise on communications capabilities and limitations
- ☐ **Set up telephone systems**
- ☐ Supervise the incident Communications Center
- ☐ **Establish appropriate cell phone and radio distribution and maintenance locations**
- ☐ Ensure personal portable radio equipment from cache is distributed per the ICS 205 Radio Comm Plan
- ☐ Distribute communications equipment to incident personnel and ensure that an equipment accountability system is established
- ☐ Maintain records on all communications equipment
- ☐ Recover equipment from relieved or released Units
- ☐ **Provide technical information**, as required, on:
 - Adequacy of communications systems currently in operation
 - Geographic limitations on communications systems
 - Equipment capabilities
 - Amount and types of equipment available
 - Anticipated problems



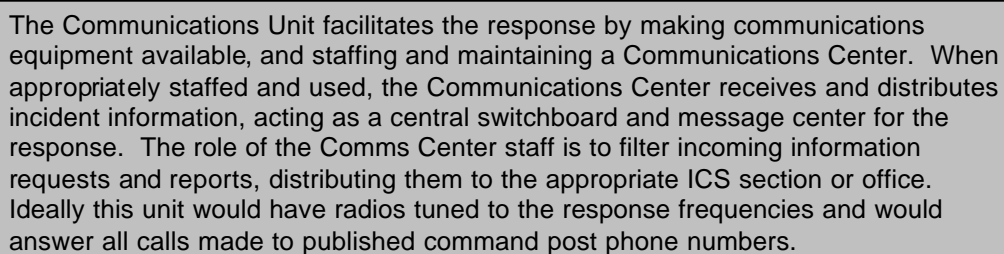
Products

- ☐ **Form 205 Incident Radio Communications Plan:** Summarize the ICS 216 - Radio Requirements Worksheet and the ICS 217 - Radio Frequency Assignment Worksheet to create the ICS 205. Submit to Planning Section Chief (for inclusion in the IAP), the Resources Unit Leader (for inclusion on ICS 204s), the Display Processor, the Documentation Unit, and the Communications Center. Submit once per Operational Period before the IAP deadline
- ☐ **Form 205a Communications List:** Compile personnel contact information (cell phone numbers, pager numbers, radio frequencies, etc.) transmitted by the Check-In Recorders onto the ICS 205a. Submit to Planning Section Chief (for inclusion in the IAP), the Resources Unit Leader (for inclusion on ICS 204s), the Display Processor, the Documentation Unit, and the Communications Center. Submit once per Operational Period before the IAP deadline
- ☐ **Form 216 Radio Requirements Worksheet:** Use this worksheet to develop the total number of personal portable radios required for each Division / Group and Branch. This form is for internal use but submit a copy to Documentation Unit for their records. Information from the form is to be used in filling out the ICS 205 which is due before the IAP deadline
- ☐ **Form 217 Radio Frequency Assignment Worksheet:** Use this worksheet to assist in determining radio frequency allocations. List cache radio frequencies available to the incident and agency frequencies assigned to the incident. Submit to Documentation Unit and Communications Unit personnel for internal use and for inclusion on ICS 205. Information from the form is to be used in filling out ICS 205 which is due before the IAP deadline
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Service Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131).....** Assist with discussions as appropriate



Primary Duty: Responsible for the development and activation of the Medical Emergency Plan

Supervises: Assigned staff

Reports To: Service Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Obtain medical aid and transportation for injured and ill incident personnel**
- ☐ May assist Operations in supplying medical care and assistance to civilian casualties at the incident (but not intended to provide medical services to the public)
- ☐ **Prepare procedures for major medical emergencies**
- ☐ Declare major medical emergencies, as appropriate
- ☐ **Respond to requests** for medical aid, medical transportation, and medical supplies
- ☐ Prepare medical reports, and records and submit as directed
- ☐ Coordinate with the Compensation / Claims Unit on processing injury-related claims



Products

- ☐ **Form 206 *Medical Plan*:** Complete and submit this form to the Planning Section Chief (for inclusion in the IAP), the Documentation Unit, the Display Processor, Medical Unit personnel, and the Safety Officer (for review). Complete ASAP upon start-up and update as necessary
- ☐ **Form 214 *Unit Log*:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities on the ICS 214a. Submit to the Service Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Support Branch Director

Logistics

Primary Duty: Responsible for the development and implementation of logistics plans in support of the IAP

Supervises: Assigned staff

Reports To: Logistics Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Provide personnel, equipment, facilities, and supplies to support incident operations
- ☐ Supervise the operation of the Supply, Facilities, Ground Support, and Vessel Support Units
- ☐ Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director
- ☐ Prepare initial organization and assignments for support operations
- ☐ Determine resource needs
- ☐ Maintain surveillance of assigned unit work progress & inform Logistics Section Chief of activities
- ☐ Resolve problems associated with requests from the Operations Section



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Logistics Section Chief and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Primary Duty: Responsible for ordering personnel, equipment, and supplies

Supervises: Assigned staff

Reports To: Support Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate contracts and resource orders with the Finance Section
- ☐ Determine the type and amount of supplies enroute
- ☐ Order, receive, distribute, and store all supplies and equipment
- ☐ Develop and implement safety and security requirements
- ☐ Maintain a supply / equipment inventory, and coordinate service of re-usable equipment
- ☐ Service non-expendable supplies and equipment
- ☐ Participate in Logistics Section / Support Branch planning activities
- ☐ Provide Kits to Planning, Logistics, and Finance / Admin Sections
- ☐ Review IAP for information on operations of the Supply Unit
- ☐ Receive and respond to requests for personnel, supplies, and equipment



Products

- ☐ **Inventory** Supply & Equipment Inventory: Prepare and update the inventory for internal use
- ☐ **Form 214** Unit Log: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** Individual Log: Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Business Mgmt Meeting** (pg135) Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Ordering Manager

Logistics

Primary Duty: Responsible for placing all orders for supplies and equipment for the incident

Supervises: Assigned staff

Reports To: Supply Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Obtain necessary agency(s) order forms
- ☐ **Establish ordering procedures**
- ☐ Establish name and telephone numbers of agency personnel receiving orders and who have ordering authority
- ☐ Ensure order forms are filled out correctly and set up a filing system
- ☐ **Place orders** in a timely manner, and consolidate orders when possible
- ☐ **Identify times and locations for delivery of supplies and equipment**
- ☐ Keep Receiving and Distribution Manager informed of orders placed
- ☐ Submit all ordering documents to Documentation Unit before demobilization



Products

- ☐ **Inventory *Order Forms*:** Obtain necessary order forms from agency placing the order. Fill out as necessary and place the order
- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit it to the Supply Unit Leader and to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

▪ Requisition Processing.

Have a process for receiving and tracking requisitions and resultant ordering, including notifying originator (and the resource unit if appropriate) with source and ETA

▪ **Vendor Source Lists.** Check and use any vendor lists from the Area Contingency Plan, Geographic Response Plan or a facility / vessel plan if possible

▪ **Phones & Phone Books.** Ensure that phones and phone books are available to section staff

▪ **Adequate Staffing Levels.** Ensure adequate staff. It is much better to hit the response with more people early and then reduce after the initial ordering surge as appropriate

▪ Assign Liaisons

☞ As soon as possible, assign a person to be the liaison between Logistics and the Resources Unit, regularly going back and forth to ensure that appropriate ordered resources are tracked and that all tracked resources have been ordered

☞ Establish clear liaison with the Finance Section to ensure that they are notified when something is ordered, its price, and vendor

▪ **Keep Resource Unit Informed.** Notify the Resources Unit as soon as equipment is ordered and note orders that are part of a "system" as requisitioned by Operations (i.e. boom, boats and people that will make up a strike team), providing a reporting location and an ETA if known

▪ **Logistics ORDERS equipment.** Make it clear to all sections that NO ONE is to order equipment, except designated Logistics section personnel, and develop and distribute a one-page description of the approved requisition, ordering, and reporting process

▪ **Anticipate Response Needs.** Anticipate needs! For example, if 400 beach cleaning personnel are ordered, have feeding and housing accommodations been made?

Logistics**Receiving & Distribution Manager**

Primary Duty: Responsible for receiving and distributing all supplies and equipment ordered (other than primary resources)

Supervises: Assigned staff

Reports To: Supply Unit Leader

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Request required number of personnel to operate supply area
- ☐ Organize physical layout of the supply area
- ☐ Establish procedures for operating the supply area
- ☐ Set up a filing system for receiving and distributing supplies and equipment
- ☐ Service and repair tools and equipment
- ☐ Maintain inventory of supplies and equipment
- ☐ Develop security requirement for supply area
- ☐ Notify Ordering Manager of supplies and equipment received
- ☐ Submit necessary records and reports to the Supply Unit Leader, as requested

**Products**

- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit it to the Supply Unit Leader and to the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate

Facilities Unit Leader

Logistics

Primary Duty: Responsible for the layout and activation of incident facilities (e.g., Bases, Camps, and the Incident Command Post)

Supervises: Assigned staff

Reports To: Support Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Determine the requirements for each facility to be established and requirements for the Incident Command Post
- ☐ Notify Unit Leaders of facility layouts
- ☐ Provide sleeping and sanitation facilities for incident personnel
- ☐ Prepare layouts of the incident facilities and notify Unit Leaders of facility layout
- ☐ Oversee individual Base and Camp facility Managers
- ☐ Obtain personnel to operate facilities
- ☐ Provide security services and general maintenance services such as sanitation, lighting, & cleanup
- ☐ Demobilize Base and Camp facilities
- ☐ Maintain Facilities Unit records



Products

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Primary Duty: Responsible to provide safeguards needed to protect personnel and property from loss or damage

Supervises: Assigned staff

Reports To: Facilities Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Establish contacts with local law enforcement agencies as required
- ☐ Contact Agency Representatives to discuss any special custodial requirements which may affect operations
- ☐ Request required personnel support to accomplish work assignments
- ☐ Ensure that support personnel are qualified to manage security problems
- ☐ Develop Security Plan for incident facilities
- ☐ Adjust Security Plan for personnel and equipment changes and releases
- ☐ Coordinate security activities with appropriate incident personnel
- ☐ Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives
- ☐ Prevent theft of all government and personal property
- ☐ Document all complaints and suspicious occurrences



Products

- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit it to the Facilities Unit Leader and to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate

Vessel Support Unit Leader

Logistics

Primary Duty: Coordinate the development of and implement the Vessel Routing Plan

Supervises: Assigned staff

Reports To: Support Branch Director



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation
- ☐ Coordinate water-to-land transportation with Ground Support Unit, as necessary
- ☐ **Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source**
- ☐ Support out-of-service vessel resources, as requested
- ☐ **Arrange fueling, maintenance, and repair of vessels** on a case by case basis, as requested
- ☐ **Maintain inventory of support and transportation vessels**
- ☐ Notify Resources Unit Leader or Check-in / Status Recorders on all status changes of support and transportation vessels



Products

- ☐ **Plan** Vessel Routing Plan: Create plan describing how to most safely and effectively route vessel traffic within the incident vicinity. Submit to Planning Section Chief, the GIS Specialist for the creation of maps depicting vessel routes, Operations Personnel, Logistics Personnel, and the Documentation Unit as needed
- ☐ **Inventory** Vessel Inventory: Maintain an inventory of all transportation and support vessels assigned to the incident. Maintain a record of the types and locations of vessels at the incident. Ensure that the inventory is consistent with Resources Unit and Finance Section records. Communicate changes of the status or location of vessels to the Resources Unit immediately
- ☐ **Form 214** Unit Log: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** Individual Log: Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Logistics**Ground Support Unit Leader**

Primary Duty: Coordinate the transportation of personnel, supplies, food, and equipment

Supervises: Assigned staff

Reports To: Support Branch Director

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Coordinate the maintenance of incident roads**
- ☐ Coordinate the development of the Traffic Plan with the Planning Section
- ☐ **Implement the incident Traffic Plan**
- ☐ **Provide fueling, service, maintenance, and repair services for vehicles and other ground support equipment**
- ☐ **Requisition maintenance and repair supplies** (e.g., fuel, spare parts)
- ☐ Support out-of-service shoreside resources
- ☐ Notify Resources Unit on all status changes of support and transportation vehicles
- ☐ **Maintain inventory** of support and transportation vehicles (ICS 218)
- ☐ **Maintain usage information** on rented equipment
- ☐ Submit reports to Support Branch Director, as requested

**Products**

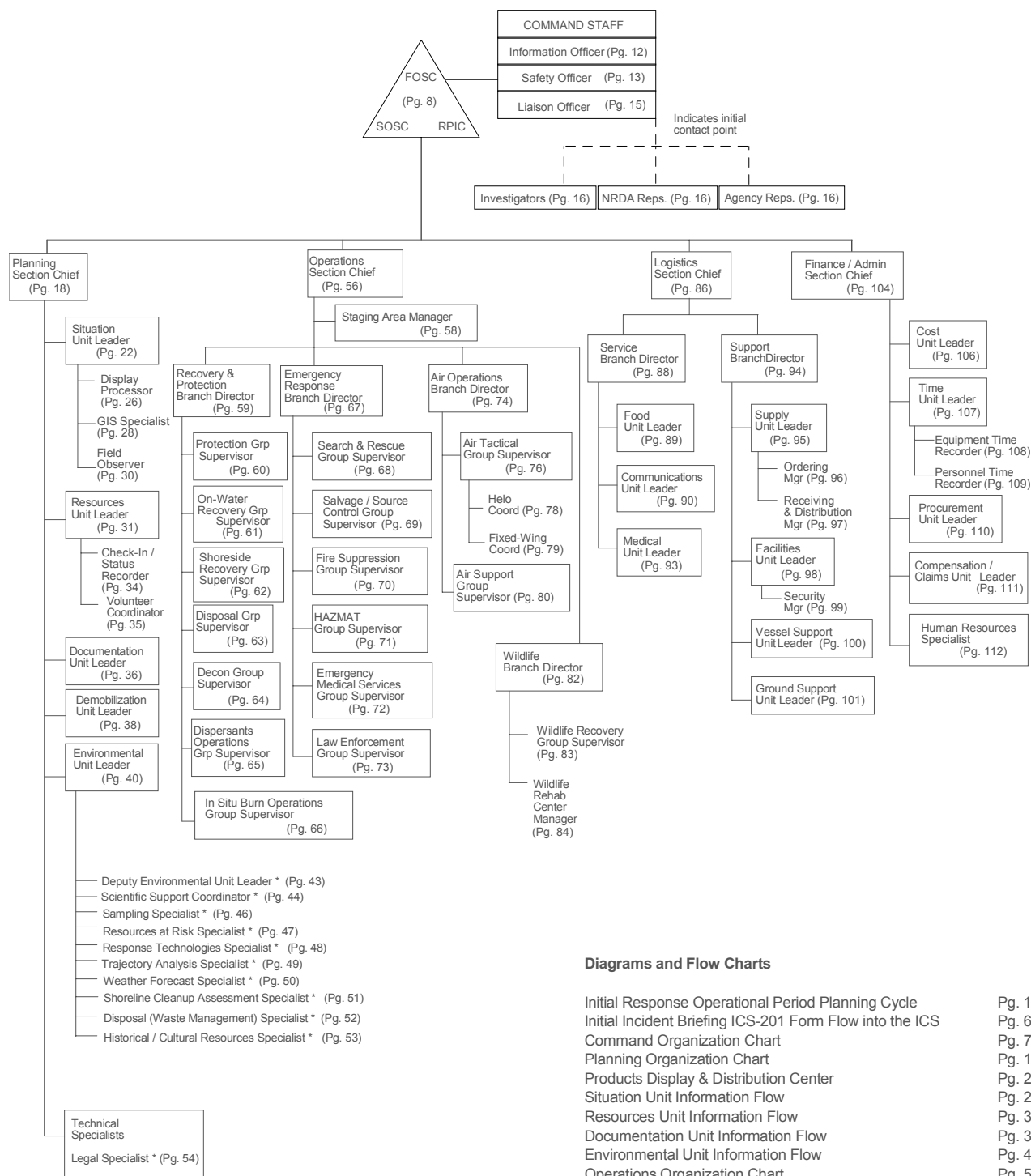
- ☐ **Plan Traffic Plan:** Create plan describing how to most safely and effectively route traffic within the incident vicinity. Submit to Planning Section Chief, the GIS Specialist for the creation of maps depicting traffic routes, Operations Personnel, Logistics Personnel, and the Documentation Unit as needed
- ☐ **Form 218 Support Vehicle Inventory:** Fill out inventory of all transportation and support vehicles assigned to the incident. Maintain a record of the types and locations of vehicles on the incident. Submit to Resources Unit, and Documentation Unit. Ensure that the inventory is consistent with Resources Unit and Finance Section records. Communicate changes of the status or location of vehicles to the Resources Unit immediately
- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Support Branch Director and the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Finance / Admin

Organization Chart



Diagrams and Flow Charts

Initial Response Operational Period Planning Cycle	Pg. 1
Initial Incident Briefing ICS-201 Form Flow into the ICS	Pg. 6
Command Organization Chart	Pg. 7
Planning Organization Chart	Pg. 17
Products Display & Distribution Center	Pg. 24
Situation Unit Information Flow	Pg. 25
Resources Unit Information Flow	Pg. 33
Documentation Unit Information Flow	Pg. 37
Environmental Unit Information Flow	Pg. 42
Operations Organization Chart	Pg. 55
Logistics Organization Chart	Pg. 85
Communications Unit Information Flow	Pg. 92
Finance / Admin Organization Chart	Pg. 103
Initial Response Operational Period Planning Cycle	Pg. 113
Operational Period Planning Cycle	Pg. 118
IAP Information Flow	Pg. 129

* Possible Assignment of Technical Specialists

Finance Section Chief**Finance / Admin**

Primary Duty: Responsible for all financial and cost analysis aspects of the incident

Supervises: Cost Unit Leader, Time Unit Leader, Procurement Unit Leader, Compensation / Claims Unit Leader, and other assigned staff

Reports To: Incident Commander and Unified Command

**Tasks & Responsibilities**

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ Evaluate the need for, and order additional personnel to staff the ICS
- ☐ **Responsible for:**
 - Management of all contracts needed to support response operations
 - Tracking of response costs
 - Receiving and processing of claims related to the incident
- ☐ Attend briefing with responsible company / agency to gather information
- ☐ Gather strategy information from Planning Meetings and briefings
- ☐ **Develop an Operating Plan for Finance / Admin function at the incident**
- ☐ Determine resource needs, prepare work objectives, and make task assignments
- ☐ Brief the Unified Command on financial status and forecasts
- ☐ **Provide input in all planning sessions on financial and cost analysis matters**
- ☐ Meet with assisting and cooperating agency representatives as required. Maintain daily contact with agency administrative headquarters on finance matters
- ☐ **Ensure that all personnel time records are maintained adequately** for tracking of expenditures and transmitted to home company / agency according to policy
- ☐ Assist with demobilization planning
- ☐ **Ensure all obligation documents initiated at the incident are properly prepared and completed**
- ☐ Inform Finance / Admin personnel of business management issues needing attention and follow-up prior to leaving scene
- ☐ Inform members of the Unified Command and General Staff when Section is fully operational
- ☐ Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving the incident
- ☐ Obtain meetings schedule, ICS 230, and attend meetings as required
- ☐ If presenting at a meeting, collect needed information 30 minutes before the meeting and prepare presentation

- **Coordinate Ordering Forms.**
Coordinate with the Logistics Section Chief (LSC) to ensure use and distribution of agreed Order Forms
- **Ordering & Tracking System.**
Verify use of company / agency ordering and financial tracking forms and / or systems
- **Accurate & Timely Data.** Establish and maintain a clear line of communication with the Logistics Section, comparing data and resolving discrepancies on a regular basis
- **Don't be Left Out.** Make sure that Finance doesn't get too isolated in the ICS by maintaining contact with the Unified Command and General Staff as appropriate



Products

- ☐ **Plan** *Finance Operating Plan*: Develop a plan to ensure the effective operation of the Finance / Admin Section. Submit plan to Documentation Unit, all Finance Section personnel, and Logistics Section ASAP upon start-up
- ☐ **Form 214** *Unit Log*: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Initial Incident Briefing** (pg114) Assist with discussions as appropriate
- ☐ **Business Mgmt Meeting** (pg135) **Note:** Finance requirements and criteria imposed by contributing organizations. Assist in developing a business operating plan for resource procurement & incident funding. Give cost analysis & financial summary data
- ☐ **Tactics Meeting** (pg120) Assist with discussions as appropriate
- ☐ **Planning Meeting** (pg123) Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Give financial report

■ Finance Recorder.

Keep at least one person at the section desk at all times and assign that person to maintain the Unit Log (ICS-214)

■ Be Prepared

☞ Review the hints in the Meetings section to ensure appropriate actions before, during and between meetings

☞ Meet with the Unified Command to define products and production schedules which they require for this response, including estimates and financial forecasts

Cost Unit Leader**Finance / Admin**

Primary Duty: Responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates and cost-saving recommendations for the incident

Supervises: Assigned staff

Reports To: Finance / Admin Section Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Coordinate with company / agency headquarters on cost reporting procedures
- ☐ Obtain and record all cost data
- ☐ Prepare incident cost summaries
- ☐ Prepare resources-use cost estimates for Planning
- ☐ Make recommendations for cost savings to the Finance / Admin Section Chief
- ☐ Maintain cumulative incident cost records
- ☐ Ensure that all cost documents are accurately prepared
- ☐ Complete all records prior to demobilization
- ☐ Provide reports to the Finance / Admin Section Chief

**Products**

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Business Mgmt Meeting** (pg135).... Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

Primary Duty: Responsible for equipment and personnel time records

Supervises: Assigned staff

Reports To: Finance / Admin Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Establish contact with appropriate company / agency personnel / representatives
- ☐ Ensure that daily personnel and equipment time recording documents are prepared in compliance with time policies
- ☐ Provide for records security
- ☐ Ensure that all records are current and complete prior to demobilization
- ☐ Release time reports from assisting agencies to respective Agency Representatives prior to demobilization
- ☐ Brief the Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements



Products

- ☐ **Records** Time Records: Collect from all personnel. Submit to Cost Unit, and Documentation Unit as required
- ☐ **Form 214** Unit Log: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a** Individual Log: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Equipment Time Recorder

Finance / Admin

Primary Duty: Responsible for overseeing the recording of time for all equipment assigned to an incident

Supervises: Assigned staff

Reports To: Time Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Set up Equipment Time Recorder function in location designated by Time Unit Leader
- ☐ Advise Ground Support Unit, Vessel Support, Facilities Unit, and Air Support Group of the requirement to establish and maintain a daily record of equipment time reports
- ☐ Assist units in establishing a system for collecting equipment time reports
- ☐ Post all equipment time tickets within four hours after the end of each Operational Period
- ☐ Prepare a use and summary invoice for equipment within twelve hours after equipment arrival at incident, as required
- ☐ Submit data to Time Unit Leader for cost effectiveness analysis
- ☐ Maintain current posting on all charges or credits for fuel, parts, services and commissary
- ☐ Verify all time data and deductions with owner / operator of equipment
- ☐ Close out forms prior to demobilization
- ☐ Distribute copies per company / agency and incident policy



Products

- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit to the Time Unit Leader and to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Primary Duty: Responsible for overseeing the recording of time for all personnel assigned to an incident

Supervises: Assigned staff

Reports To: Time Unit Leader



Tasks & Responsibilities

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Establish and maintain a file for personnel time reports within the first Operational Period
- ☐ Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each Operational Period
- ☐ Ensure that all personnel identification information is verified to be correct on the time report
- ☐ Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents
- ☐ Ensure that time reports are signed
- ☐ Close out time documents prior to personnel leaving the incident
- ☐ Distribute all time documents according to agency policy
- ☐ Maintain a log of overtime hours worked and give to Time Unit Leader daily



Products

- ☐ **Form 214a *Individual Log*:** Summarize your daily activities. Submit to the Time Unit Leader and to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing (pg131)**..... Assist with discussions as appropriate

Procurement Unit Leader**Finance / Admin**

Primary Duty: Responsible for administering all financial matters pertaining to vendor contracts

Supervises: Assigned staff

Reports To: Finance / Admin Section Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ Contact appropriate Unit Leaders on incident needs and any special procedures
- ☐ Coordinate with local jurisdictions on plans and supply sources
- ☐ Prepare and sign contracts and land use agreements, as required
- ☐ Draft Memorandums of Understanding (MOU)
- ☐ Establish and finalize contracts with supply vendors, as required
- ☐ Interpret contracts / agreements and resolve claims or disputes within delegated authority
- ☐ Coordinate with Compensation / Claims Unit on procedures for handling claims
- ☐ Coordinate with Cost Unit on cost data in contracts
- ☐ Coordinate use of impress funds, as required
- ☐ Complete final processing and send documents for payment

**Products**

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period

**Meetings**

- ☐ **Operations Briefing (pg131)** Assist with discussions as appropriate

Primary Duty: Responsible for the management of all injury compensation and claims matters

Supervises: Assigned staff

Reports To: Finance / Admin Section Chief



Tasks & Responsibilities

- ☐ Upon assignment, **review responsibilities** and **check in** at designated check-in locations
- ☐ **Receive briefing** from immediate supervisor and organize, assign, and brief subordinates
- ☐ **Set up a toll-free claims telephone hotline** and ensure that the number is posted in the Command Post and given to the media to publicize (as authorized by the Incident Commander)
- ☐ Establish contact with Safety Officer, Liaison Officer, and Company / Agency Representatives
- ☐ Determine the need for Compensation for Injury & Claims Specialists, & order personnel, as needed
- ☐ Establish Compensation for Injury work area with Medical Unit if possible
- ☐ **Coordinate with Medical Unit on processing injury-related claims**, and coordinate with the Procurement Unit on procedures for handling claims
- ☐ Obtain Demobilization Plan & ensure that Compensation-for-injury & Claims Specialists are briefed
- ☐ Ensure all Compensation for Injury and Claims Logs and Forms are complete, accurate, compliant with Agency requirements and policies, and up-to-date
- ☐ Ensure all Compensation for Injury and Claims Logs are routed to the proper Agency for post-incident processing



Products

- ☐ **Form 206 Medical Plan**: Review
- ☐ **Claims Compensation for Injury & Claims Logs & Forms**: Ensure that forms are complete, accurate, compliant with Agency requirements, and up-to-date. Route to the proper Agency for post-incident processing
- ☐ **Form 214 Unit Log**: Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log**: Summarize your daily activities on the ICS 214a. Submit to the Documentation Unit at the end of the Operational Period



Meetings

- ☐ **Operations Briefing** (pg131)..... Assist with discussions as appropriate

Human Resources Specialist**Finance / Admin**

Primary Duty: Responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor-related laws and regulations

Supervises: Assigned staff

Reports To: Finance / Admin Section Chief

**Tasks & Responsibilities**

- ☐ Upon assignment, review responsibilities and check in at designated check-in locations
- ☐ Receive briefing from immediate supervisor and organize, assign, and brief subordinates
- ☐ If it is necessary to form a Human Resources Unit, it is normally in the Finance / Admin Section
- ☐ Provide a point of contact for incident personnel to discuss human resource issues and / or concerns
- ☐ Participate in daily briefings and Planning Meetings (as requested) to provide appropriate human resource information
- ☐ Post human resource information, as appropriate
- ☐ Receive and address reports of inappropriate behavior, acts, or conditions through appropriate lines of authority

**Products**

- ☐ **Form 214 Unit Log:** Assign a member of your staff to complete the ICS 214. **Submit** to the Documentation Unit at the end of the Operational Period
- ☐ **Form 214a Individual Log:** Summarize your daily activities on the ICS 214a. Submit to the Finance/Admin Section Chief and the Documentation Unit at the end of the Operational Period

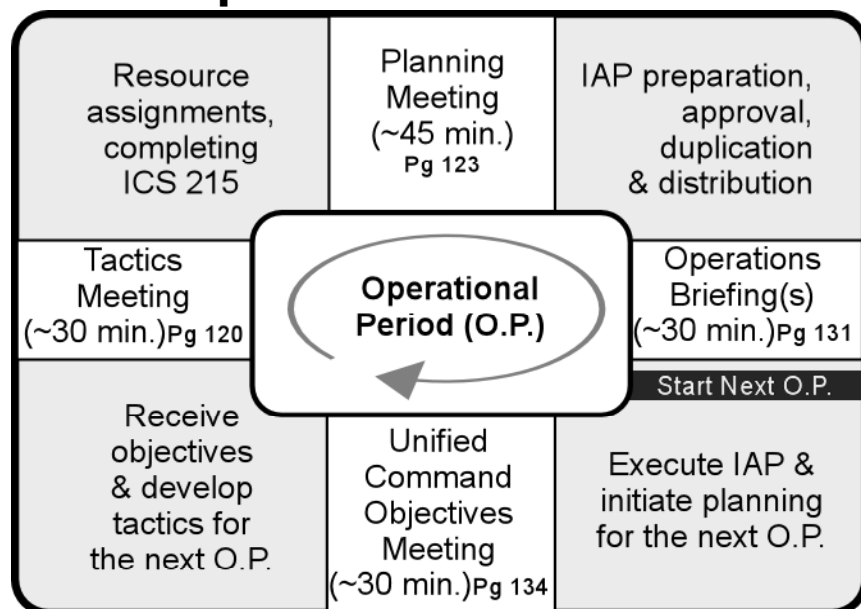
**Meetings**

- ☐ **Planning Meeting** (pg123)..... Attend as required. Assist with discussions as appropriate
- ☐ **Operations Briefing** (pg131) Assist with discussions as appropriate

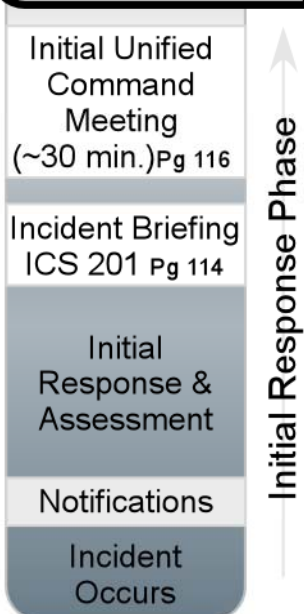
Meetings

Initial Operational Period

Initial Response Phase



Every response to an oil spill, of any size, has an initial response phase. This initial response phase includes: the initial observation and report by the person discovering the incident, the required internal and external notifications, immediate and continuous evaluation of safety of possible responses, immediate steps to control the source, activation of local response resources, constant assessment of the situation (the source, spill status, spill potential, response actions and environmental conditions), and evaluation of the need or requirement to set up an ICS organization (See suggested criteria at the top of page 3).



The diagram alongside shows the Initial Response Phase as an on-ramp leading to the ICS planning cycle. If the initial Incident Commander determines that an ICS organization will be needed to manage the response, an ICS 201 Incident Briefing (See page 114) ends the Initial Response Phase and launches the ICS process. After this briefing, the completed ICS-201 is used by the Command and General staff to brief their assigned personnel and to begin managing, monitoring and planning the response. The Initial Unified Command Meeting (See page 116) should be held as soon after the 201 Briefing as possible.

At this meeting the Unified Command establishes jurisdictional limits, establishes the Operational Period to be used in the response and agrees to the overall response objectives and priorities. These objectives are often recorded on an ICS 202 form and will be used to design and direct the immediate response and begin the Operational Planning Cycle that will be repeated for each successive Operational Period

Key Terms (and responsibilities) to differentiate:

The Current Operational Period – (the approved plan is being executed) **and** The Next Operational Period, (the focus of the current planning cycle)

- The response mgmt team is constantly shifting between managing the current response and planning the future response. Both aspects are critical to a successful response and must be held in balance by the team to ensure effectiveness

Purpose

- ☐ Provides the incoming Unified Commanders with basic information regarding the incident situation and the resources allotted to the incident
- ☐ Serves as the IAP for the initial response and remains in force until the Planning Section generates the incident's first IAP
- ☐ Suitable for briefing individuals newly assigned to Section Chief positions, or Staff

When

- ☐ As new members of the Unified Command arrive on-scene, or as necessary

Attendees

- ☐ Initial Incident Commander (**facilitator**)
- ☐ Prospective Unified Command members
- ☐ Command Staff (as required)
- ☐ General Staff (as required)

Preparation / Person Responsible to Prepare

- ☐ Prepare the ICS 201 - Incident Briefing
 - Initial responders

Agenda / Person Responsible to Present

(Using the ICS 201 as an outline, the Initial Incident Commander will present all points)

- ☐ Situation (use maps / charts)
 - Territory
 - Exposures
 - Safety concerns
 - Etc.
- ☐ Objectives and priorities
- ☐ Strategies and tactics
- ☐ Current organization
- ☐ Resource assignments
- ☐ Resources enroute and / or ordered
- ☐ Facilities established

The ICS 201 provides the start-up data for the entire ICS structure and can function as the “mini IAP” for the first Operational Period, until the first complete IAP is generated (covering the next Operational Period) or the response ends.

Completed ICS 201 Is VITAL



- **Note** that it is vital to have a thorough, well-done ICS 201 completed for this briefing, which ends the Initial Response Phase and starts the ICS cycle. Copies of this form should be available during the briefing so specific issues / questions can be highlighted
- **Review** the activities that follow the Initial Incident ICS 201 Briefing at OP Planning / IAP Meeting Cycle Page 118
- **Enhanced ICS 201 usage**
If the response goes beyond the initial response phase, the ICS 201, enhanced with other information and forms, can continue to be used as an action plan for the first operational period.

Prepare It WELL!

Initial Unified Command Meeting

Meetings

Purpose

- ☐ Provides Unified Command officials with an opportunity to discuss and concur on important issues prior to joint incident action planning
- ☐ Important points should be documented

When

- ☐ When the Unified Command is formed. Right after the ICS 201 Briefing and prior to the first Operational Period Tactics Meeting

Attendees

- ☐ Member of the Unified Command (**facilitator**)
- ☐ Incident Commanders who will comprise the Unified Command

Preparation / Person Responsible to Prepare

- ☐ Attendees to review and prepare to address agenda items

- After briefly confirming with Ops, the PSC should **provide** the UC with a recommended Operational Period and a draft meeting schedule
- Ops and the PSC could also **provide** draft objectives specific to the first Operational Period, or review objectives from the last operational period
- The PSC **closely monitors** this meeting and should be prepared to push the determination of Operational Period, Objectives and meeting schedule through the UC if necessary

Agenda / Person Responsible to Present

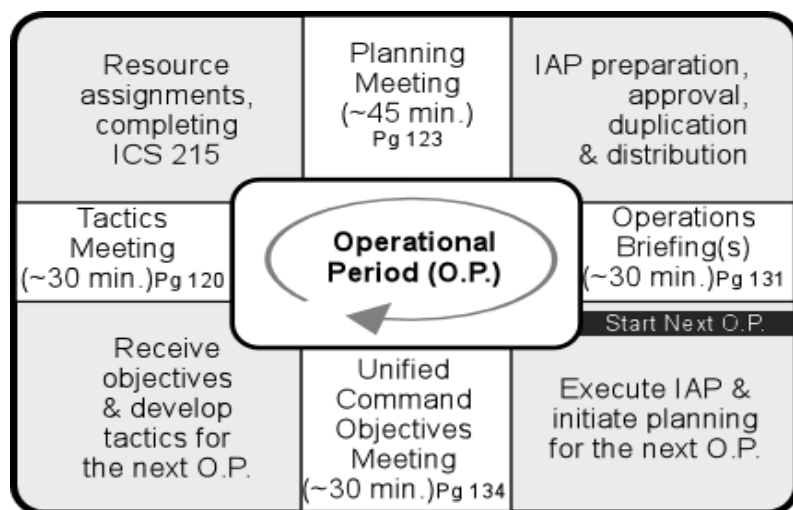
(Members of the Unified Command responsible to address all points)

- ☐ Determine Operational Period
- ☐ Approve Meetings schedule
- ☐ Determine jurisdictional priorities and objectives
- ☐ Present jurisdictional limitations, restrictions, and concerns
- ☐ Develop a collective set of incident objectives
- ☐ Establish and agree on acceptable priorities
- ☐ Adopt an overall strategy to accomplish the objectives:
 - Agree on basic organizational structure and size
 - Designate the best-qualified and acceptable Operations Section Chief
 - Agree on General Staff personnel designations
 - Agree on planning, logistical, and finance agreements and procedures
 - Agree on resource ordering procedures
 - Agree on cost-sharing procedures
 - Agree on informational matters
 - Designate one official to act as the Unified Command Spokesperson

- Unified Commander must **quickly** get out Operational Period & Objectives
- **Review** the activities that follow the Initial Unified Command Meeting shown on the Operations Planning / IAP Meeting Cycle, Page 118

Products / Person to Produce

- ☐ The establishment of a response organization and assignment of needed Command Staff and General Staff positions recorded on an initial ICS 203 or ICS 207 form.
- ☐ The Operational Period and Incident Objectives shown on an ICS 202 form.
- ☐ Approval of the initial ICS 230 Daily Meeting Schedule form
- ☐ Subsequent planning cycle meetings will use the results of this meeting to:
 - Decide on tactical operations
 - Establish resource requirements
 - Determine resource availability
 - Make job assignments
 - Guide the response efforts



Operational Period Planning Cycle

The Initial Incident ICS 201 Briefing and the Initial Unified Command Meeting launch the first Operational Period (OP) planning cycle. Certain meetings, briefings, and information-gathering efforts during the Cycle lead to the production of an Incident Action Plan (IAP) that guides operations of the next Operational Period. Meetings and events directly relevant to managing the response and assembling the IAP for the next OP are described on the following pages. The IC / UC specifies the Operational Period (use of a 24 hour period is the general consensus in Washington State). As the response continues, the IC / UC may choose to change the Operational Period to fit with the continuing response.

While the meetings are the milestones of the planning cycle, it is in the time **Between the Meetings** (the gray areas on the diagram) that the management of the current response and the bulk of the planning for the future response happens. For this reason we have included suggested actions for the crucial **Between the Meetings** times on the following pages.

■ IAP Meeting Cycle

Each of the meetings involved in the planning process are designed to be brief (less than 45 minutes) and focused on specific goals. Much of the actual work of planning and equipping the response therefore happens between the meetings. To assure that the process is working most effectively look for, and coach toward:

- ☞ Make sure that meetings stay timely. If a problem comes up, see if it can be resolved after the meeting.
- ☞ Make sure that all maps, tide charts, and presentation materials are poster sized and displayed where they can be easily seen. Make duplicates of the maps, etc. that are posted at the Situation Status Display area; don't take down anything from the display
- ☞ Be proactive in ensuring that ONLY the people necessary to the meeting are attending. Be firm about excusing spectators

- **Post** a meeting agenda to keep the meeting on-track
- **Assign** someone to record meeting attendees and decisions / actions on Form ICS 231-Meeting Summary

To Do Between the:**ICS 201 Briefing & Initial Unified Command Meeting**

- ☐ Command and General Staff meet with and brief assigned personnel, verify key assignments and clarify expected actions and products
- ☐ Each section chief should clearly identify a staff member responsible for continuity of the section efforts while the section chief is in meetings or otherwise absent
- ☐ Assure that appropriate sections of the ICS 201 form are given to the Operations staff, Logistics staff, Situation Unit, and Resources Unit to begin the response tracking and planning functions
- ☐ Assign someone in each functional area to record actions on the ICS 214 Unit Log
- ☐ PSC and Ops should agree on a recommended Operational Period length and start time(s) to present to the Unified Command (UC)
- ☐ Based on the recommended Operational Period the SUL should prepare a draft ICS-230 Meeting Schedule in conjunction with the PSC for presentation to the UC

To Do Between the:**Initial UC Meeting or UC Objectives Meeting & Tactics Meeting**

- ☐ Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the planning for the next Operational Period
- ☐ PSC should assure that the RUL prepares a draft ICS-215 form(s) based on already deployed or planned operations and confirm these with Ops
- ☐ Thirty minutes before the Tactics Meeting the PSC should confirm with RUL, EUL, and Ops that they are ready to lay out the proposed tactical deployments for the next Operational Period based on requested forecasts and trajectories
- ☐ Remind the SUL, Trajectory Specialist, and other needed staff to prepare brief (1 to 3 minute) presentations focused on the next Operational Period
- ☐ If a delay is necessary, determine the new time, confirm with key staff, notify all potential participants and update the posted ICS-230 Meeting Schedule to reflect the change(s)
- ☐ Confer with field personnel determine the status of planned actions and any necessary changes to operational plans which will impact planning for the next OP
- ☐ The Situation Unit Leader ensures that maps are updated based on recent overflights, and the Resources Unit Leader verifies resources with Ops and confirms with the LSC that all resources ordered are tracked and all resources tracked have been ordered
- ☐ All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media

Tactics Meeting

Meetings

Purpose

- ☐ Creates the blueprint for tactical deployment during the next Operational Period
- ☐ Develops objectives and primary and alternate strategies to meet objectives for consideration at the next Planning Meeting

When

- ☐ Prior to the Planning Meeting

Attendees

- ☐ Planning Section Chief (**facilitator**)
- ☐ Operations Section Chief
- ☐ Logistics Section Chief
- ☐ Resources Unit Leader
- ☐ Situation Unit Leader
- ☐ Environmental Unit Leader
- ☐ Unified Command (as required)

- **Start** the meeting on time, check to make sure all participants are present and excuse all other staff. Keep the situation reports brief and the discussion focused on the next Operational Period
- **Encourage** the RUL, EUL, and Ops to focus on filling in only the first two columns of the ICS 215 during the Tactics Meeting.
- **Ensure** that after the meeting, the RUL and Ops staff complete the ICS-215(s) with the resources required, available, and needed.
- **Instruct** the RUL to get the completed ICS-215(s) to the LSC as soon as possible, to confirm ordering and availability of needed resources in time to meet planned efforts.

Preparation / Person Responsible to Prepare

- ☐ Review current IAP and situation status information to assess work progress against IAP objectives
 - Planning Section Chief
 - Operations Section Chief
- ☐ Provide situation status information
 - Resources Summary (Resources Unit Leader)
 - Situation, Overflight, Trajectory, maps, etc. (Situation Unit Leader)
 - ICS 209 (Situation Unit Leader)
 - Tides and currents (Situation Unit Leader)
 - Weather and sea forecasts (Situation Unit Leader)
- ☐ Prepare a draft ICS 215, inclusive of current work assignments, to identify resources that should be ordered through Logistics
 - Resources Unit Leader

Agenda / Person Responsible to Present

- ☐ Review objectives for the next Operational Period
 - All attendees
- ☐ Develop primary and alternate strategies to meet objectives. (Strategies to be considered at the next Planning Meeting)
 - Operations Section Chief and Planning Section Chief to jointly develop strategies

▪ Review the activities that follow the Tactics Meeting on the following “Between the Meetings” page

Products / Person to Produce

- ☐ Draft list of primary and alternate strategies to meet objectives
 - Operations Section Chief
 - Planning Section Chief
- ☐ Poster-sized ICS 215(s)
 - After meeting, the Operations Section Chief and the Resources Unit Leader are to complete ICS 215. Then, the Resources Unit Leader is to present the completed ICS 215s to the LSC for processing of the identified needs, and prepare a poster-sized 215 for display at the Planning Meeting

*To Do Between the:*Tactics Meeting & Planning Meeting

- ☐ Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization, and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the planning for the next OP
- ☐ The PSC should define a group, including but not limited to, the RUL, Ops representative(s), contractors aware of available resources, and, if needed, the EUL or appropriate staff to fill-in specific resource types, requirements, and needs for each assignment on the ICS-215(s)
- ☐ Once the ICS 215's are filled-in by this group, they must be presented by the RUL to the LSC for processing of the identified needs and identification of any resources that will not be available to meet the planned operations
- ☐ If any needed resources cannot be available in time, the LSC should consult with appropriate Ops and Planning staff to redefine planned efforts and priorities to match resources as they become available. These changes must be reflected on the ICS-215(s) and presented to the PSC prior to the Planning Meeting
- ☐ Thirty minutes before the Planning Meeting the PSC should confirm with RUL and LSC that the ICS 215's have been finalized and are ready for presentation to the UC for input and initial approval. Remind the SUL, Trajectory Specialist, and other needed staff to prepare brief (1 to 3 min) presentations
- ☐ Confirm the availability of UC to attend the meeting. If a delay is necessary, determine the new time, notify all potential participants, and update the posted ICS-230
- ☐ Confer with field personnel to determine the status of planned actions for the present OP so the Operations and Planning Section Chiefs can determine / adjust equipment and personnel needs before the Planning Meeting for the next OP
- ☐ The Situation Unit Leader ensures that maps are updated based on recent overflights
- ☐ The Resources Unit Leader verifies resources with Ops and confirms with the LSC that all resources ordered are tracked and all resources tracked have been ordered
- ☐ All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
- ☐ **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

Meetings

Planning Meeting

Purpose

- ☐ Develop the incident priorities, objectives, strategies, and tactics
- ☐ Identify resource needs for the next Operational Period
- ☐ Identify and solve problems
- ☐ Define work assignments and responsibilities on a completed ICS 215

When

- ☐ After Tactics Meetings

Attendees

- ☐ Planning Section Chief (**facilitator**)
- ☐ Unified Command
- ☐ Command Staff
- ☐ Operations Section Chief
- ☐ Logistics Section Chief
- ☐ Finance Section Chief
- ☐ Air Operations Branch Director
- ☐ Resources Unit Leader
- ☐ Situation Unit Leader
- ☐ Environmental Unit Leader
- ☐ Technical Specialists (as required)

- **Start** on time, check that all participants are present and excuse all other staff. Keep the situation reports brief and the discussion focused on the next Operational Period
- **PSC** should present the primary and alternative strategies to meet objectives and have Ops specify the tactics and resources for each Division, Group and other teams
- **Solicit** specific concerns or recommended changes to the planned activities from the Unified Command, Safety Officer or other Command Staff present
- **Conclude** the meeting by setting a proposed time for presenting the IAP to the Unified Command for approval

Preparation / Person Responsible to Prepare

Items to be displayed in meeting room:

- ☐ ICS 202 - Response Objectives for the next Operational Period
 - Planning Section Chief
- ☐ Preliminary poster-sized ICS 215 - Operational Planning Worksheet
 - Resources Unit Leader
- ☐ Current resource inventory
 - Resources Unit Leader
- ☐ Current situation status displays prepared by the Situation Unit (all items should be poster-sized)
 - Situation, Overflight, Resources, Trajectory, etc. large sketch maps or charts clearly dated and timed
 - ICS 209
 - Tides and currents
 - Weather and sea forecasts

Agenda / Person Responsible to Present

- ☐ State incident objectives and policy issues
 - Unified Command Spokesperson / Planning Section Chief
- ☐ Briefing of situation, critical and sensitive areas, weather and sea forecasts, resource status / availability
 - Planning Section Chief with Situation Unit Leader, Resources Unit Leader, & Environmental Unit Leader
- ☐ State primary and alternate strategies to meet objectives
 - Operations Section Chief with Planning Section Chief and Logistics Section Chief
- ☐ Designate Branch, Division, Group boundaries and functions as appropriate using maps and ICS 215
 - Operations Section Chief
- ☐ Specify tactics for each Division, note limitations
 - Operations Section Chief; Situation Unit Leader to assist
- ☐ Specify resources needed by Divisions / Groups
 - Operations Section Chief with Planning Section Chief and Logistics Section Chief
- ☐ Specify operations Facilities and reporting locations. Plot on map
 - Operations Section Chief; Logistics Section Chief to assist
- ☐ Develop resources, support, and overhead orders
 - Planning Section Chief and Logistics Section Chief

Agenda / Person Responsible to Present (cont.)

- ☐ Consider support issues and agree on plans for: communications, traffic, safety, medical, etc.
 - Logistics Section Chief; Planning Section Chief to assist
- ☐ Assisting or cooperating organization / agency and stakeholder considerations regarding Incident Action Plan
 - Liaison Officer
- ☐ Safety considerations regarding Incident Action Plan
 - Safety Officer
- ☐ Media / public relations considerations regarding Incident Action Plan
 - Information Officer
- ☐ Finalize Incident Action Plan for the next Operational Period
 - Unified Command Spokesperson

▪ **Review** the activities that follow the Planning Meeting at OP Planning / IAP Meeting Cycle Page 118

Products / Person to Produce**General Products:**

- ☐ Off-incident tactical and logistical resource orders to be prepared from ICS 215
 - Logistics Section Chief
- ☐ Assignment of the deadline for assembling the IAP components (The deadline should be early enough to permit timely Unified Command approval, and duplication of sufficient copies for the Operations Briefing)
 - Planning Section Chief

Immediately after the Planning Meeting, attendees are to prepare their assignments for the IAP to meet the deadline set by the Planning Section Chief. Sufficient copies are to be duplicated for the Operations Briefing, submittal to the Documentation Unit, etc.

Products to be made with information that has come out of the Planning Meeting:

- ☐ IAP Cover
 - Unified Commanders to sign after they have approved the IAP
 - They should then forward the signed cover page to the Planning Section Chief
- ☐ ICS 202 - Incident Objectives
 - This will already have been prepared for the Planning Meeting
 - Resources Unit Leader responsible

Products / Person to Produce (cont.)

- ☐ ICS 203 or 207 - Organization List or Chart
 - Resources Unit Leader responsible
- ☐ ICS 204 - Assignment List
 - Resources Unit Leader and Operations Section Chief responsible
 - Planning Section Chief, EUL and / or SO to assist them in completing ICS 204a forms as needed
- ☐ ICS 205 - Communications Plan
 - Communications Unit Leader responsible
- ☐ ICS 206 - Medical Plan
 - Medical Unit Leader responsible
- ☐ Incident Maps
 - Situation Unit Leader responsible
- ☐ Tides, Currents, Weather Forecast
 - Situation Unit Leader responsible
- ☐ ICS 220 - Air Operations Summary
 - Air Operations Branch Director responsible
- ☐ Traffic Plan
 - Ground Support Unit Leader responsible
- ☐ Vessel Routing Plan
 - Vessel Support Unit Leader responsible
- ☐ Waste Management Plan
 - Disposal Group Supervisor responsible
- ☐ Demobilization Plan
 - Demobilization Unit Leader responsible

To Do Between the:**Planning Meeting & IAP Approval**

- ☐ Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization, and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the plan for the next OP
- ☐ The PSC should delegate specific assignments for the production of each of the components of the Incident Action Plan (IAP) and verify that an IAP will be produced and delivered for UC approval in a timely manor (*see IAP Preparation & Approval*)
- ☐ If any needed resources cannot be available in time, the LSC should consult with appropriate Ops and Planning staff to redefine planned efforts and priorities to match resources as they become available. These changes must be presented to the PSC and reflected on the ICS-204s in the IAP
- ☐ The PSC should confirm the availability of UC to review and approve the IAP
- ☐ The PSC should assure that sufficient staff (usually from the Documentation Unit) will be available / assigned to duplicate, repackage, and distribute the approved IAP's prior to the Operations Briefing(s)
- ☐ All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
- ☐ **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

IAP Preparation & Approval

Meetings

Immediately following the Planning Meeting, the attendees prepare their assignments for the Incident Action Plan (IAP) to meet the Planning Section Chief deadline for assembling the IAP components. The deadline will be early enough to permit timely Unified Command approval, and duplication of sufficient copies for the Operations Briefing and for overheads.

▪ **Review** how the Operational Period and Meetings facilitate the IAP at OP Planning / IAP Meeting Cycle Page 118

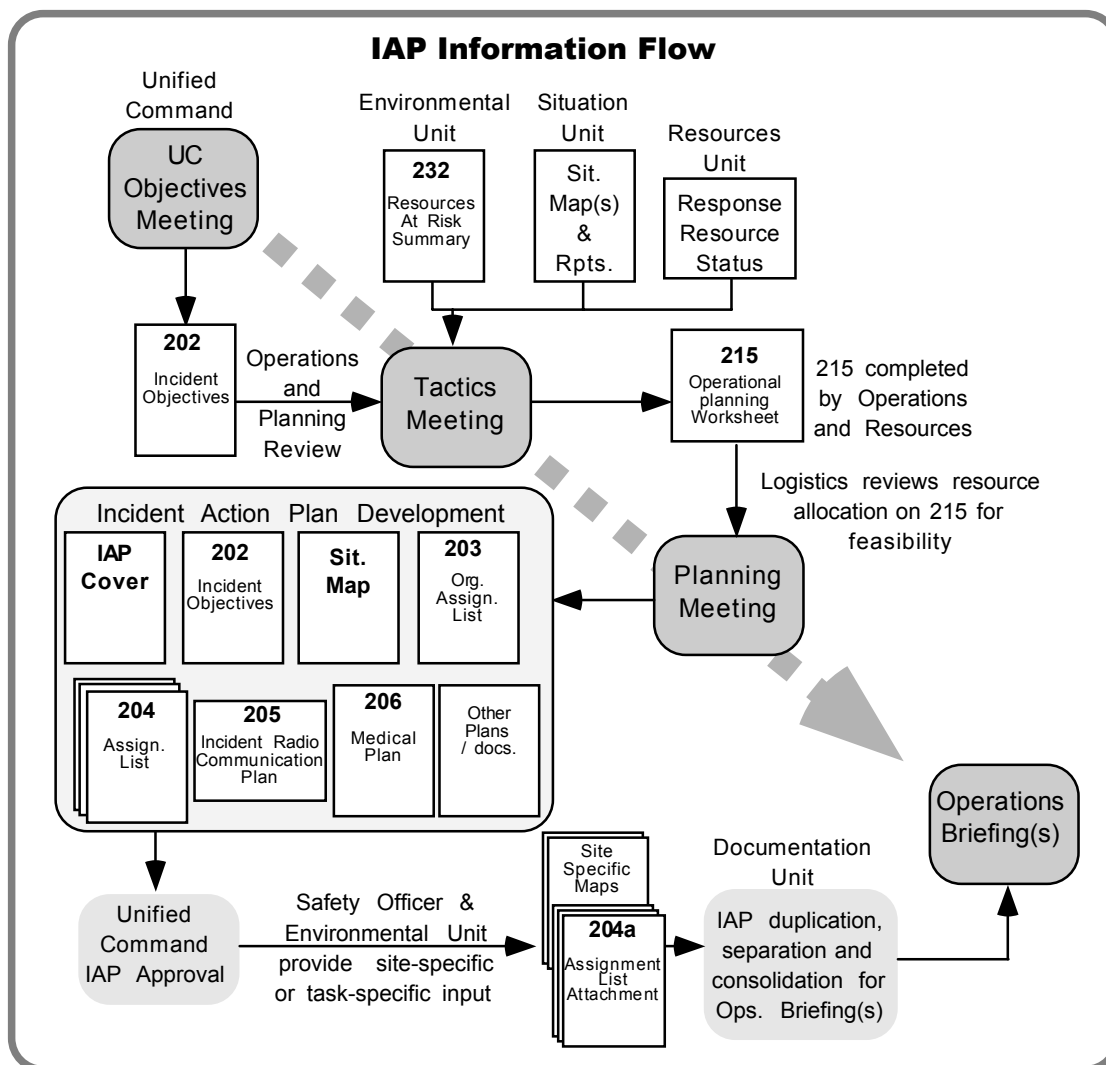
Note: This is part of the Operational Period Planning Cycle, but it is not a specific meeting

IAP Contents

- ☐ Attach the IAP Cover Sheet
- ☐ Include the ICS - 202 Response Objectives form once the Planning Section Chief has prepared it
- ☐ Obtain the ICS - 203 or 207 Organization List or Chart from the Resources Unit Leader
- ☐ Obtain ICS - 204 Assignment Lists from the Operations Section Chief, and one copy each of any attachments
- ☐ Obtain the ICS - 205 and 205a Radio Communications Plan and Communications List, respectively, from the Communications Unit Leader
- ☐ Include maps, weather forecasts, tides, Shoreline Cleanup Assessment Team reports, reports on the day's progress, and problems encountered
- ☐ Obtain the ICS - 206 Medical Plan from the Medical Unit Leader
- ☐ Obtain any other items deemed necessary to include in the IAP
- ☐ Planning Section Chief to collect pieces and collate
- ☐ Present to the Unified Command by Planning Section Chief for approval and signature of the IAP Cover Sheet
- ☐ Planning Section Chief to duplicate IAP, using Documentation Unit, and distribute to all supervisory personnel at the Section, Branch, Division / Group, and Unit Leader levels prior to the Operations Briefing (Documentation Unit to provide duplication service)

Meetings

IAP Information Flow



The IAP . . . What it is and what it isn't!

The purpose of the Incident Action Plan (IAP) is to lay out the response strategy for the next Operational Period and to give specific direction to responders. The IC/UC will generally want to approve the planned activities at the Division/Group level indicated on the ICS-204 Assignment List forms. Once the IAP is approved, any site-specific or task-specific maps and/or directions given on ICS-204a forms can be added to, and any extraneous material removed from, the appropriate Operational Briefing packets for each activity.

The IAP is a plan of actions. It is not a summary document or a status report, and should only contain information needed by the responders to safely conduct the assigned action.

A separate Executive Summary package can be prepared each Operational Period to provide an updated incident status report. This package might include the ExSum. form, a Situation Map, ICS-209 form, the General Plan, ICS-220, and other summary documents.

To Do Between the:**IAP Approval & Operations Briefing**

- ☐ The PSC should assure that sufficient staff (usually from the Documentation Unit) will be available / assigned to duplicate, repackage, and distribute the approved IAP's prior to the Operations Briefing(s)
- ☐ The PSC should confirm the availability of UC to attend the Operations Briefing. If a delay is necessary, determine the new time, notify all potential participants, and update the posted ICS-230
- ☐ One hour before the Operations Briefing(s) the PSC should verify that all required copies of the IAP are available in various locations for the briefings and that all required staff will be able to attend. If a delay is necessary, determine the new time and notify all potential participants
- ☐ Thirty minutes before the Operations Briefing(s) the PSC should confirm with SUL, Ops, LSC, FSC, SO, IO, and LO that they are prepared to give brief (1 to 3 min) presentations at the Operations Briefing(s)
- ☐ The Situation Unit Leader ensures that maps are updated based on recent overflights
- ☐ The Resources Unit Leader verifies resources with Ops and confirms with the LSC that all resources ordered are tracked and all resources tracked have been ordered
- ☐ All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
- ☐ **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

Purpose

- ☐ Conveys the Incident Action Plan for the upcoming Operational Period to the response organization

When

- ☐ An hour prior to the start of the Operational Period

Attendees

- ☐ Planning Section Chief (**facilitator**)
- ☐ Unified Command
- ☐ Command Staff
- ☐ All Section Chiefs
- ☐ Unit Leaders
- ☐ Branch Directors
- ☐ Division / Group Supervisors
- ☐ Task Force / Strike Team Leaders
- ☐ Others, as required

- The PSC should **start the meeting on time**, check to make sure all participants are present and excuse all other staff. Keep the situation reports brief and the discussion focused on the upcoming Operational Period
- PSC should **facilitate** participation by the Safety Officer and other Command and General Staff as needed
- **Planning Section Chief.** The IAP is to be COMPLETE for the Operations Briefing

Preparation / Person Responsible to Prepare

- ☐ The IAP is to be completed and assembled
 - Planning Section Chief to assemble
- ☐ Sufficient copies of the IAP are to be duplicated for meeting attendees
 - Documentation Unit personnel

Agenda / Person Responsible to Present

- ☐ Review of Unified Command objectives
 - Planning Section Chief presents

Agenda / Person Responsible to Present (cont.)

- ☐ Weather and sea conditions forecast
 - Situation Unit Leader
- ☐ Trajectory analysis
 - Situation Unit Leader
- ☐ Current response actions and the last shift's accomplishments
 - Operations Section Chief
- ☐ Division / Group and air operations assignments
 - Operations Section Chief
- ☐ Review of changes to the IAP
 - Planning Section Chief
- ☐ Transport, communications, supply updates
 - Logistics Section Chief
- ☐ Financial report
 - Finance Section Chief
- ☐ Safety message
 - Safety Officer
- ☐ News media report
 - Information Officer
- ☐ Assisting / cooperating organization / agency reports of concern
 - Liaison Officer
- ☐ IAP endorsement and motivational remarks
 - Unified Command Spokesperson

Products / Person to Produce

- ☐ After reviewing the incident response progress, make recommendations to the Unified Command in preparation for reviewing / identifying objectives for the next Operational Period. This feedback / information is gathered from various sources including, Field Observers, responder debriefs, stakeholders, etc.
 - Operations and Planning Section Chiefs
- ☐ After this meeting, field supervisors should be interviewed by their relief and by OPS in order to further confirm or adjust the course of the new shift's IAP. Shifts in tactics may be made by the Operations Section Supervisors. Similarly, a supervisor may reallocate resources within a division / group to adapt to changing conditions

To Do Between the:**Operations Briefing & UC Objectives Meeting**

- ☐ Check the Situation and Resource displays to verify the status of current field efforts, recent observations, resource utilization and updated forecasts, noting any changes in the current operations or situation that need to be reviewed with the IC / UC and any potential impacts on the plan for the next OP
- ☐ PSC should assure that the Situation and Resources displays are updated and summarized for the UC on an updated ICS-209 form, Situation Map, and Executive Summary form
- ☐ PSC and Ops should notify the UC of any planned demobilization or other changes that may impact the review and development of response objectives for the next OP
- ☐ The PSC should be prepared to address any Unified Command questions and facilitate the generation of a new set of response objectives
- ☐ During this time between the meetings, operations personnel will be out in the field implementing the action items from the previous days IAP (or contingency plan if this is the first day of the response)
- ☐ The Situation Unit Leader will be updating maps based on recent overflights
- ☐ The Resources Unit Leader will be verifying with the Logistics Section Chief that all resources ordered are tracked and all resources tracked have been ordered, etc.
- ☐ All personnel should be carrying out their assigned duties and tracking actions on an ICS-214a, ICS-214 or equivalent media
- ☐ **Communication** between response personnel inside the Command Post and in the field **is crucial** to the success of the response

Unified Command Objectives Meeting

Meetings

Purpose

- ☐ Review, identify, and prioritize objectives for the next Operational Period

When

- ☐ Prior to the Tactics Meeting

Attendees

- ☐ Unified Command member (**facilitator**)
- ☐ Unified Command
- ☐ Information Officer (as required)
- ☐ Safety Officer (as required)
- ☐ Liaison Officer (as required)
- ☐ Planning Section Chief (as required)
- ☐ Operations Section Chief (as required)
- ☐ Logistics Section Chief (as required)
- ☐ Finance Section Chief (as required)

- **Provide.** After briefly confirming with Ops, the PSC should provide the UC with a recommended Operational Period and a draft meeting schedule
- **Provide.** Ops and the PSC could also provide draft objectives specific to the first Operational Period, or review objectives from the last operational period
- **Monitor.** The PSC closely monitors this meeting and should be prepared to push the Operational Period, Objectives and meeting schedule through the UC if necessary
- **NOTE to Attendees:** Be prepared with clear, concise objectives

Preparation / Person Responsible to Prepare

- ☐ Review objectives from the previous Operational Period
 - All meeting attendees

Agenda / Person Responsible to Present

- ☐ Review and identify objectives for the next Operational Period. Objectives should be clearly stated and attainable with the resources available. They should also be flexible enough to allow Operations personnel to choose tactics
 - All attendees
- ☐ Review any open agenda items from initial / previous meetings
 - All attendees

Products / Person to Produce

- ☐ Updated ICS 202 (Response Objectives)
 - Planning Section Chief

Command Staff Meeting

- Coordinate Command Staff functions, responsibilities and objectives. It is scheduled as necessary by the Unified Command. Command Staff attend

Command & General Staff Breakfast / Supper

- An opportunity for the Command and General Staff to gather under informal and relaxing conditions to share and update each other on developing issues

Business Management Meeting

- This under-30-minute meeting is for participants to develop and update the operating plan for finance and logistics support. The agenda could include: finance requirements and criteria imposed by contributing organizations, business operating plan for resource procurement and incident funding, cost analysis and financial summary data. Attendees include: Finance Section Chief, Cost UL, LSC, Supply UL, & DUL. It is generally conducted before the Planning Meeting

Agency Representative Meeting

- To update agency representatives and ensure that they can support the Incident Action Plan. Conducted by the LO, attended by Agency Representatives. Most appropriately held after the Planning Meeting in order to announce plans for the next Operational Period, yet allow for changes should the plan's expectations be unattainable by an agency

Media Briefing

- To brief the news media and public on the most current and accurate incident facts. Set up by the Information Officer, moderated by an appropriate representative, and featuring selected spokespersons. Spokespersons should be prepared by the Information Officer to address anticipated issues. The briefing should be well planned, organized, and scheduled to meet the media's needs

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This glossary contains definitions of terms and acronyms frequently used in ICS documentation

ACP – See Area Contingency Plan

AGENCY REPRESENTATIVE - Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting his / her agency's participation at the incident. Agency Representatives report to the Liaison Officer.

AIR OPERATIONS BRANCH DIRECTOR (AOBD) - The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters, and fixed wing assigned to the incident.

ALLOCATED RESOURCES - Resources dispatched to an incident..

AOBD - see Air Operations Branch Director

AREA CONTINGENCY PLAN (ACP) – A plan prepared by an area committee that is developed to be implemented to address removal of worst case discharge and to mitigate or prevent substantial threat of discharge near an area.

ASSIGNED RESOURCES - Resources checked-in and assigned work tasks on an incident.

ASSIGNMENTS - Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

ASSISTANT - Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

ASSISTING AGENCY - An agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES - Incident-based resources which are immediately available for assignment.

BASE - The location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") The Incident Command Post may be collocated with the base. There is only one base per incident.

BRANCH - The organizational level having functional / geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division / Group in the Operations Section, and between Section and Units in the Logistics Section.

CACHE - A predetermined complement of tools, equipment, and / or supplies stored in a designated location, and available for incident use.

CAMP - A geographical site, within the general incident area, separate from the base, equipped and staffed to provide sleeping areas, food, water, and sanitary services to incident personnel.

CHECK-IN - The process whereby resources first report to an incident response. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, and Division / Group Supervisors (for direct line assignments).

Glossary

CHIEF - The ICS title of individuals responsible for command of functional sections: Operations, Planning, Logistics and Finance / Administration.

CLEAR TEXT - The use of plain English in radio communications transmissions. No Ten Codes, nor agency specific codes are used when using Clear Text.

COMMAND - The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander / Unified Command.

COMMAND POST - See Incident Command Post.

COMMAND STAFF - The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

COMMUNICATIONS UNIT - A vehicle (trailer or mobile van) used to provide the major part of an incident Communications Center.

COMMUNICATIONS UNIT LEADER (CUL) - Person responsible for developing plans for the effective use of the incident communications equipment and facilities.

COOPERATING AGENCY - An agency supplying assistance other than direct tactical, support, or service functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

CUL - see Communications Unit Leader

COST UNIT - Functional unit within the Finance / Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

DECONTAMINATION – The process of removing or neutralizing contaminants that have accumulated on personnel and equipment.

DEPUTY - A fully-qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior, and therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

DEMOBILIZATION UNIT - Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

DEMOBILIZATION UNIT LEADER (DM131) - Person responsible to develop the Incident Demobilization Plan & assist Sections / Units in ensuring that orderly, safe, & cost-effective demobilization of personnel & equipment is accomplished.

DIRECTOR - The ICS title for individuals responsible for supervising a Branch.

DISPATCH - The implementation of a command decision to move resources from one place to another.

DISPATCH CENTER - A facility from which resources are directly assigned to an incident.

Glossary

DIVISION - The organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force / Strike Team and the Branch (see also “Group”).

DMOB - see Demobilization Unit Leader

DOCUMENTATION UNIT - Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

EMERGENCY MEDICAL TECHNICIAN (EMT) - A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

EMERGENCY MEDICAL SERVICES (EMS) – An agency to protect and promote the health of people.

EMERGENCY OPERATIONS CENTER (EOC) - A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response.

EMS - see Emergency Medical Services

EMT - see Emergency Medical Technician

ENVIRONMENTAL PROTECTION AGENCY, US (EPA) – Agency dedicated to protect human health and safeguard the environment.

ENVIRONMENTAL SENSITIVITY INDEX (ESI) – Maps that identify vulnerable coastal locations so that protection priorities can be established and cleanup strategies identified.

ENVIRONMENTAL UNIT LEADER (EUL) - Person responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting.

EOC -see Emergency Operations Center

ESI - see Environmental Sensitivity Index

EUL - see Environmental Unit Leader

FACILITIES UNIT - Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

FEDERAL ON-SCENE COORDINATOR (FOSC) - The pre-designated Federal On-Scene Coordinator operating under the authority of the National Contingency Plan (NCP).

FIELD OPERATIONS GUIDE (FOG) - A pocket-size manual of guidelines regarding application of the Incident Command System.

FINANCE / ADMINISTRATION SECTION - The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Glossary

FINANCE / ADMINISTRATION SECTION CHIEF (FSC) – Person responsible for all financial and cost analysis aspects of the incident.

FOG -see Field Operations Guide

FOOD UNIT - Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

FOSC - see Federal On-Scene Coordinator

FUNCTION - In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance. The term function is also used when describing the activity involved, e.g., “the planning function.”

FSC - see Finance / Administration Section Chief

GENERAL STAFF - The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief.

GEOGRAPHIC INFORMATION SYSTEM (GIS) - An electronic information system which provides a geo-referenced data base to support management decision making.

GEOGRAPHIC RESPONSE PLAN (GRP) – A plan that identifies and ranks response strategies that best protect important areas (i.e. natural resources, drinking water, supply intakes, marinas, sensitive archeological sites) requiring special protection.

GIS - see Geographic Information System

GROUND SUPPORT UNIT - Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining, and repairing vehicles, and the ground transportation of personnel and supplies.

GROUND SUPPORT UNIT LEADER (GSUL) – Person to coordinate the transportation of personnel, supplies, food, and equipment.

GROUP - Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Single Resources in the Operations Section.

GRP - see Geographic Response Plan

GSUL - see Ground Support Unit Leader

HAZARDOUS MATERIALS (HAZMAT) – Materials that are hazardous.

HAZARDOUS SUBSTANCES (HAZSUB) – Substances that are hazardous.

H / CRS – see Historic / Cultural Resources Specialist

HELIBASE - A location within the general incident area for parking, fueling, maintaining, and loading helicopters.

HELISPOT - A location where a helicopter can take off and land. Some helispots may be used for temporary loading.

HISTORICAL / CULTURAL RESOURCES SPECIALIST (H/CRS) – Person responsible for identifying and resolving issues related to any historic or cultural sites that are threatened or impacted during an incident.

IAP - see Incident Action Plan

IC -see Incident Commander

ICP - see Incident Command Post

ICS - see Incident Command System

IMT - see Incident Management Team

IN-SITU BURN (ISB) – Burning spilled oil to reduce the amount impacting an area.

INCIDENT ACTION PLAN (IAP) - The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include a number of attachments. One Incident Action Plan is made for each Operational Period.

INCIDENT AREA - Legal geographical area of the incident including affected area and traffic route to corresponding storage and disposal sites.

INCIDENT BASE - See BASE.

INCIDENT COMMANDER (IC) - The individual responsible for managing of all incident operations.

INCIDENT COMMAND POST (ICP) - The location at which the primary command functions are executed and may be collocated with the incident base.

INCIDENT COMMAND SYSTEM (ICS) - A standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

INCIDENT COMMUNICATION CENTER - The location of the Communications Unit and the Message Center.

INCIDENT MANAGEMENT TEAM (IMT) - A Team to manage the incident.

INCIDENT OBJECTIVES - Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Glossary

INCIDENT SITUATION DISPLAY - The Situation Unit is responsible for maintaining a display of status boards which communicate critical incident information vital to establishing and maintaining an effective command and control environment.

INFORMATION OFFICER (IO) - A member of the Command Staff responsible for providing incident information to the public and news media or with other agencies or organizations. There is only one Information Officer per incident. The Information Officer may have assistants.

INFORMATION SPECIALIST - A person who conveys information between sections. Sometimes referred to as Runners or Sharks, this is not a standard ICS position, but a needed function.

IO - see Information Officer

ISB - see In-situ Burn

JIC - see Joint Information Center

JOINT INFORMATION CENTER (JIC) - A facility established within or near the Incident Command Post where the Information Officer and staff can coordinate and provide incident information to the public, news media, and other agencies or organizations. The JIC is normally staffed with representation from the FOSC, SOSC and RP.

JURISDICTION - A range or sphere of authority. At an incident, public agencies have jurisdiction related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political / geographical (e.g., city, county, state or Federal boundary lines), or functional (e.g., police department, health department, etc.) (see Multi-Jurisdiction).

JURISDICTIONAL AGENCY - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

LANDING ZONE - See Helispot.

LEADER - The ICS title for an individual responsible for a Task Force / Strike Team, or functional Unit..

LIAISON OFFICER (LO) - A member of the Command Staff responsible for coordinating with stakeholder groups and representatives from assisting and cooperating agencies.

LO - see Liaison Officer

LOGISTICS SECTION - The Section responsible for providing facilities, services and, materials for the incident.

LOGISTICS SECTION CHIEF (LSC) – The person responsible for providing facilities, services, and materials to all organizational components involved in the incident.

LSC – see Logistics Section Chief

MACS - see Multi-agency Coordination System

MANAGERS - Individuals within ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

MEDICAL UNIT - Functional unit within the Service Branch of the Logistics Section responsible for developing the Medical Plan, and for providing emergency medical treatment for incident response personnel.

MEDICAL UNIT LEADER (MUL) - The person responsible for the development and activation of the Medical Emergency Plan.

MESSAGE CENTER - The message center is part of the Communications Center and collocated with or adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and handles administration and tactical traffic.

MUL - see Medical Unit Leader

MULTI-AGENCY COORDINATION (MAC) – A generalized term which describes the functions and activities of representatives of involved agencies and / or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

MULTI-AGENCY COORDINATION SYSTEM (MACS) – A generalized term which describes the functions and activities of representatives of involved agencies and / or jurisdictions who come together to make decisions regarding the prioritizing of incident and the sharing and use of critical resources. The MACS organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

MULTI-AGENCY INCIDENT - An incident where one or more agencies assists a jurisdictional agency or agencies. May be single or Unified Command.

MULTI-JURISDICTION INCIDENT - An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS, these incidents will normally be managed using a Unified Command.

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) – Provides a total systems approach of response in emergency situations.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) – A government agency dedicated to conserving and wisely managing the Nation's coastal and marine resources.

NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN (NCP) - The government's blueprint for responding to both oil spills and hazardous substance releases.

NATIONAL / REGIONAL INCIDENT COMMAND (NIC / RIC) – A standard command and control system to be utilized during an emergency response.

NATURAL RESOURCE DAMAGE ASSESSMENT (NRDA) - The process of collecting and analyzing information to evaluate the nature and extent of injuries resulting from an incident, and determine the restoration actions needed to bring injured natural resources and services back to baseline and make the environment whole for interim losses (15 CFR 990.30).

NATIONAL RESPONSE CENTER (NRC) - The communications hub of the National Response System (1-800-424-8802).

Glossary

NATIONAL RESPONSE SYSTEM (NRS) - The Federal Government's mechanism for emergency response to discharges of oil and releases of chemicals.

NCP - see National oil and hazardous substances pollution Contingency Plan

NIC / RIC - see National / Regional Incident Command

NIIMS - see National Interagency Incident Management System

NOAA - see National Oceanic and Atmospheric Administration

NRC - see National Response Center (1-800-424-8802)

NRDA - see Natural Resource Damage Assessment

NRS - see National Response System

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) – A government agency dedicated to saving lives, preventing injuries and protecting the health of America's workers.

OFFICER - The ICS title for personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

OIL POLLUTION ACT OF 1990 (OPA 90) – An act to further the liability of oil spillers.

ON-SCENE COORDINATOR (OSC) - An official responsible for monitoring or directing responses to oil spills or hazardous substances releases.

OP - see Operations Section

OPA 90 – see Oil Pollution Act of 1990

OPERATIONAL PERIOD - The period of time scheduled for execution of a given set of operational actions specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.

OPERATIONS SECTION (OP) - Responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary), and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.

OPERATIONS SECTION CHIEF (OPS) - Person responsible for the management of all operations directly applicable to the primary mission.

OPS - see Operations Section Chief

OSC - see On-Scene Coordinator

OSHA - see Occupational Safety and Health Administration

OUT-OF-SERVICE RESOURCES - Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

PA - see Programmatic Agreement

PLANNING MEETING - A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

PLANNING SECTION - Responsible for collecting, evaluating, and disseminating tactical information related to the incident, and for preparing and documenting Incident Action Plans. The section also maintains information on the current and forecast situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units, and Technical Specialists.

PLANNING SECTION CHIEF (PSC) – Person responsible to coordinate response planning and monitoring.

POLREP - Pollution report.

PROGRAMMATIC AGREEMENT (PA) – An agreement on procedures that an agency will use to ensure that adverse effects are avoided or mitigated.

PROCUREMENT UNIT - Functional unit within the Finance / Administration Section responsible for financial matters involving vendor contracts.

PSC - see Planning Section Chief

QUALIFIED INDIVIDUAL (Q.I.) - The person authorized by the responsible party to act on their behalf, authorize expenditures, and obligate resources.

RADIO CACHE - A cache may consist of a number of portable radios, a base station and, in some cases, a repeater stored in a predetermined location for dispatch to incidents.

RAR - see Resources at Risk

RECORDERS - Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration.

RECORDS TRACKING SPECIALIST -

REGIONAL RESPONSE TEAM (RRT) - The Federal response organization, consisting of representatives from specific Federal and state agencies, is responsible for regional planning and preparedness before an oil spill occurs, and for providing advice to the OSC in the event of a major or substantial spill.

REPORTING LOCATION - Any one of six facilities/locations where incident assigned resources may be checked in. The locations are: Incident Command Post-Resources Unit, Base, Camp, Staging Area, Helibase, or Division/Group Supervisors (for direct line assignments.) Check-in occurs at one location only.

RESOURCES - All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Glossary

RESOURCES AT RISK (RAR) - Resources (i.e. natural resources, drinking water, supply intakes, marinas, sensitive archeological sites) that are at Risk.

RESOURCES UNIT - Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

RESOURCES UNIT LEADER (RUL) – Responsible for maintaining a master list and status of all personnel equipment resources, check-in, status, and current location.

RESPONSIBLE PARTY (RP) – The owner / operator of the vessel or facility which is the spill source.

RESPONSIBLE PARTY INCIDENT COMMANDER (RPIC) - Responsible Party's designated incident commander.

RP – see Responsible Party

RPIC - see Responsible Party Incident Commander

RRT - see Regional Response Team

RUL -see Resources Unit Leader

RUNNER – see Information Specialist

SAFETY OFFICER (SO) - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

SAR - see Search and Rescue

SCAT - see Shoreline Cleanup Assessment Team

SCIENTIFIC SUPPORT COORDINATOR (SSC) – Acts as the principal advisor to the FOSC for scientific issues.

SEARCH AND RESCUE (SAR) - Search and Rescue

SECTION - The organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance / Administration. The Section level is organizationally between Branch and Incident Commander.

SERVICE BRANCH - A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

SHORELINE CLEANUP ASSESSMENT TEAM (SCAT) – A team that evaluates the approach of containment and protection priorities during clean-up.

SINGLE RESOURCE - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident..

SITE SAFETY AND HEALTH PLAN (SSHP) – Site-specific document required by state and Federal OSHA regulations and specified in the Area Contingency Plan. The SSHP, at minimum, addresses, includes, or contains the following elements: health and safety hazard analysis for each site task or operation, comprehensive operations workplan, personnel training requirements, PPE selection criteria, site-specific occupational medical monitoring requirements, air monitoring plan, site control measures, confined space entry procedures (if needed), pre-entry briefings (tailgate meetings, initial and as needed), pre-operations commencement health and safety briefing for all incident participants and quality assurance of SSHP effectiveness.

SITUATION UNIT - Functional unit within the Planning Section responsible for collecting, organizing and analyzing incident status information, and for analyzing the situation as it progresses. Reports to the Planning Section Chief.

SITUATION UNIT LEADER (SUL) - Person responsible to collect, organize, evaluate, and display information about current and possible future spill status and response operations.

SO – see Safety Officer

SONS - see Spill Of National Significance

SOSC - see State On-Scene Coordinator

SOURCE CONTROL - Actions necessary to control the spill source and prevent the continued release of oil or hazardous substances into the environment.

SPAN OF CONTROL – Span of Control means how many organizational elements may be directly managed by one person. Span of Control may vary from three to seven, and a ratio of one to five reporting elements is recommended.

SPILL OF NATIONAL SIGNIFICANCE (SONS) - A large scale spill, involving National agencies.

SSC - see Scientific Support Coordinator

SSHP - see Site Safety and Health Plan

STAGING AREA - The location where incident personnel and equipment are assigned awaiting tactical assignment.

STAKEHOLDERS - Any person, group, or organization affected by and having a vested interest in, the incident and/or the response operation.

STATE ON-SCENE COORDINATOR (SOSC) - The pre-designated State On-Scene Coordinator.

STRATEGY - The general plan or direction selected to accomplish incident objectives.

STRIKE TEAM - Specified combinations of the same kind and type of resources, with common communications and a leader.

SUL - see Situation Unit Leader

SUPERVISOR - The ICS title for individuals responsible for directing the activities of a Division or Group.

Glossary

SUPPLY UNIT - Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

SUPPORT BRANCH - A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, Ground Support, and Vessel Support Units.

SUPPORTING MATERIALS - Refers to the several attachments that may be included with an Incident Action Plan (e.g., communications plan, map, site safety and health plan, traffic plan, and medical plan).

TACTICAL DIRECTION - Directions given by the Operations Section Chief including: the tactics appropriate for the selected strategy; the selection and assignment of resources; tactics implementation; and performance monitoring for each operational period.

TACTICS – Deploying and directing resources during an incident to accomplish the desired objective.

TASK FORCE - A group of resources with common communications and a leader assembled for a specific mission.

TECHNICAL SPECIALISTS - Personnel with special skills who can be used anywhere within the ICS organization.

TEMPORARY FLIGHT RESTRICTIONS (TFR) -Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

TFR - see Temporary Flight Restrictions

TIME UNIT - Functional unit within the Finance / Administration Section responsible for recording time for incident personnel and hired equipment.

UC - see Unified Command

UNIFIED COMMAND (UC) - A unified team which manages an incident by establishing a common set of incident objectives and strategies. This is accomplished without loss or abdication of agency or organizational authority, responsibility or accountability.

UNITED STATES COAST GUARD (USCG) – Agency providing maritime safety, & law enforcement.

UNIT - The organizational element having functional responsibility for a specific incident planning, logistic, or finance/administration activity.

USCG - see United States Coast Guard

VESSEL SUPPORT UNIT - Functional unit within the Support Branch of the Logistics Section responsible for implementing the Vessel Routing Plan; for fueling, maintaining, and repairing vessels and other vessel support equipment; and coordinating transportation on the water and between or among shore resources.

VOLUNTEER - Any individual accepted to perform services by an agency which has the authority to accept volunteer services. A volunteer is subject to the provisions of the authorizing statute or regulations.

WASHINGTON STATE DEPARTMENT OF ECOLOGY (WDOE) - Washington's principal environmental management agency.

WDOE - see Washington State Department Of Ecology

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ExSum	Executive Summary	ExSum
GenPln	General Plan	GenPln
InitIncId	Initial Incident Information	InitIncId

1. Incident Name	2. Prepared by: (name) Date: _____ Time: _____	INCIDENT BRIEFING ICS 201-OS (pg 1 of 4)
3. Map / Sketch (Include maps drawn here or attached, showing the total area of operations, the incident site/area, overflight results, trajectories, impacted shorelines, or other graphics depicting situational and response status)		

[illegible]

1. Incident Name	2. Prepared by: (name)	INCIDENT BRIEFING ICS 201-OS (pg 3 of 4)
	Date: _____ Time: _____	

6. Current Organization

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graph TD
    UC[Unified Command] --- SO[Safety Officer]
    UC --- LO[Liaison Officer]
    UC --- IO[Information Officer]
    UC --- OS[Operations Section]
    UC --- PS[Planning Section]
    UC --- LS[Logistics Section]
    UC --- FS[Finance Section]
    OS --- DG1[Div. / Group]
    OS --- DG2[Div. / Group]
    OS --- DG3[Div. / Group]
    OS --- DG4[Div. / Group]
    OS --- DG5[Div. / Group]
    OS --- DG6[Div. / Group]
        
```

FOSC _____
SOSC _____
RPIC _____

Safety Officer _____
Liaison Officer _____
Information Officer _____

Operations Section

Planning Section

Logistics Section

Finance Section

Electronic version: NOAA 1.0 June 1, 2000

INCIDENT BRIEFING (ICS FORM 201-OS)

Purpose. The Incident Briefing form provides the Unified Command (and the Command and General Staffs assuming command of the incident) with basic information regarding the response situation and the resources allocated to the incident. It is also a permanent record of the initial incident response.

Preparation. This briefing form is prepared under the direction of the initial Incident Commander for presentation to the Unified Command. This form can be used for managing the response during the initial period until the beginning of the first operational period for which an Incident Action Plan (IAP) is prepared. The information from the ICS form 201-OS can be used as the starting point for other ICS forms or documents.

- Page 1 (Map/Sketch) may transition immediately to the Situation Map.
- Page 2 (Summary of Current Actions) may be used to continue tracking the response actions and as the initial input to the ICS form 215-OS and the ICS form 232-OS.
- Page 3 (Current Organization) may transition immediately to the Organization List (ICS form 203-OS) and/or Organization Chart (ICS form 207-OS).
- Page 4 (Resources Summary) may be used to continue tracking resources assigned to the incident and as input to individual T-Cards (ICS form 219) or other resource tracking system.

Distribution. After the initial briefing of the Unified Command and General Staff members, the Incident Briefing form is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).
3.	Map/Sketch	Show the total Area of Operations, the incident site, overflight results, trajectories, impacted shorelines, or other graphics depicting situation and response status on a sketch or attached map.
4.	Initial Incident Objectives	Enter short, clear, concise statements of the objectives for managing the initial response.
5.	Summary of Current Actions	Enter the actions taken in response to the incident, including the time, and note any significant events or specific problem areas.
6.	Current Organization	Enter, on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary, using additional boxes in the space provided under the Sections. Two blank lines are provided in the Unified Command section for adding other agencies or groups participating in the Unified Command and/or for multiple Responsible Parties.

Item #	Item Title	Instructions
7.	Resources Summary	Enter the following information about the resources allocated to the incident:
	Resource Needed	Description of the resource needed (e.g., open water boom, skimmer, vac truck, etc.).
	Time Ordered	Time ordered (24-hour clock).
	Resource Identifier	Identifier for the resource (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
	ETA	Estimated time for the resource to arrive at the staging area.
	On-Scene	"X" upon the resource's arrival.
	Location /Assignment / Status	Location of the resource, the actual assignment, and the status of the resource (if other than working).

NOTE: Additional pages may be added to ICS form 201-OS if needed

1. Incident Name

T/V Hanford

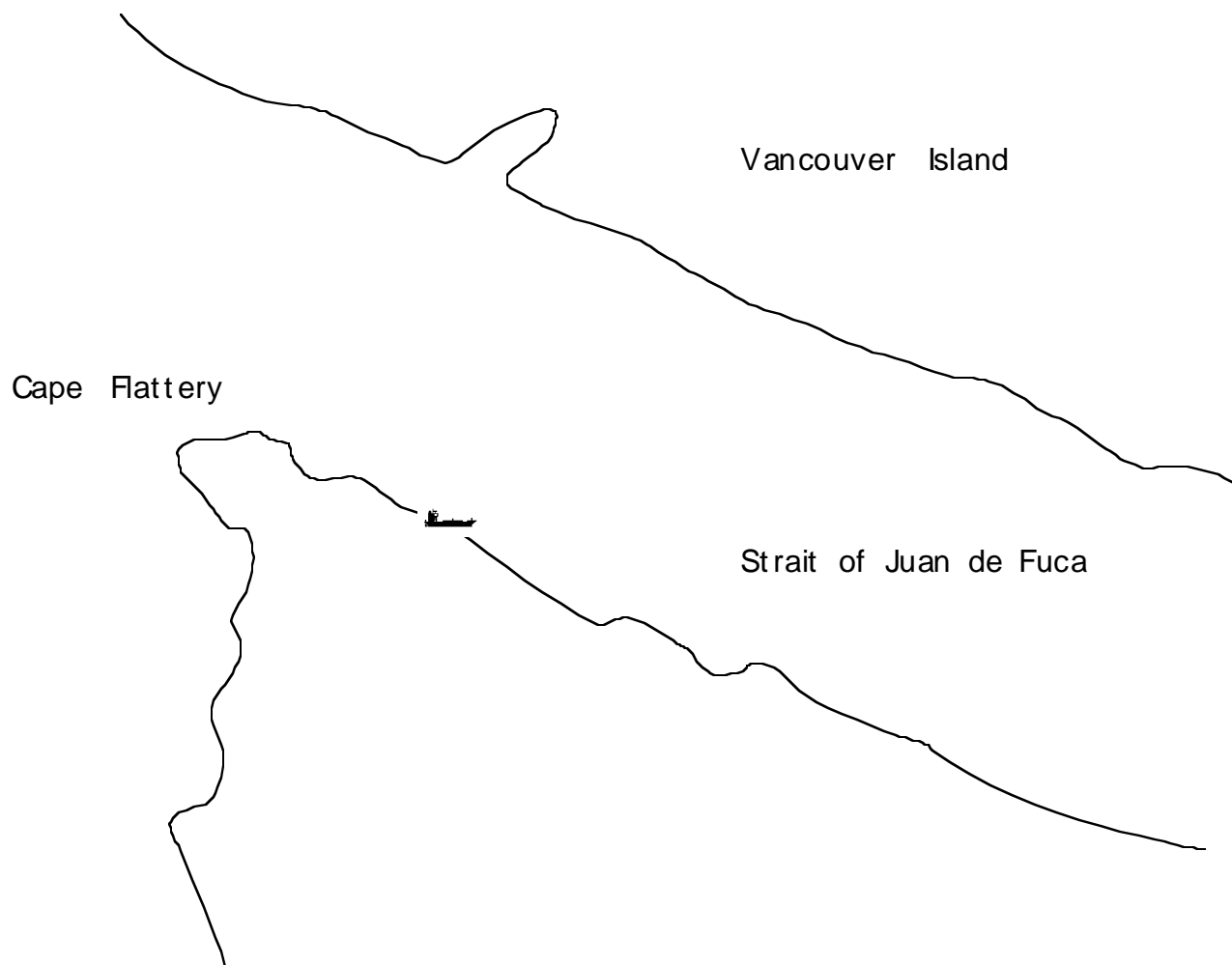
2. Prepared by: (name) Gary Smith

11/10/2000

10:42

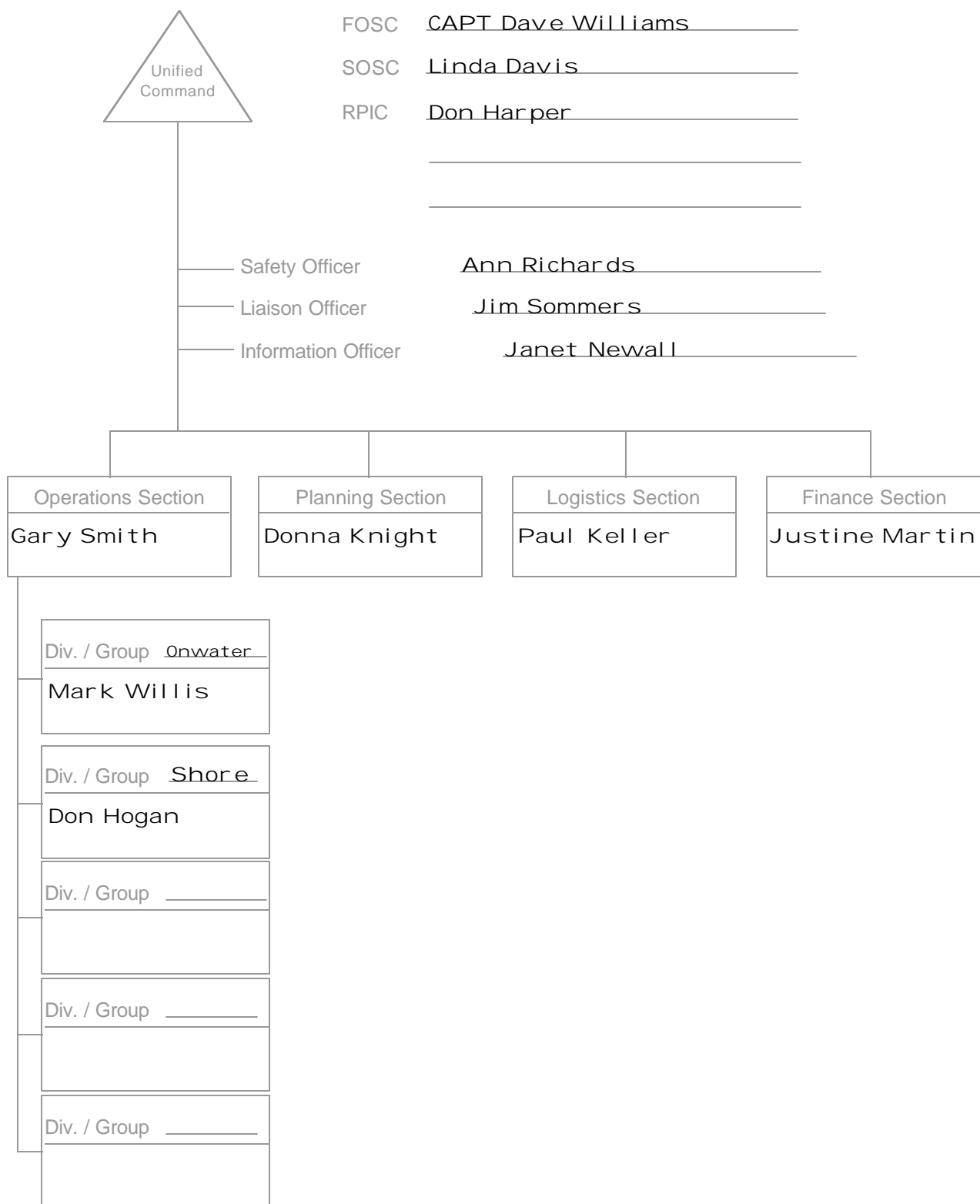
INCIDENT BRIEFING ICS

201-OS (pg 1 of 4)



1. Incident Name T/V Hanford	2. Prepared by: (name) Gary Smith Date: 11/10/2000 Time: 10:42	INCIDENT BRIEFING ICS 201-OS (pg 3 of 4)
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6. Current Organization



1. Incident Name	2. Operational Period (Date / Time) From: To:	INCIDENT OBJECTIVES ICS 202-OS
3. Overall Incident Objective(s)		
4. Objectives for specified Operational Period		
5. Safety Message for specified Operational Period		
Approved Site Safety Plan Located at:		
6. Weather See Attached Weather Sheet		
7. Tides / Currents See Attached Tide / Current Data		
8. Time of Sunrise Time of Sunset		
9. Attachments (mark "X" if attached)		
<input type="checkbox"/> Organization List (ICS 203-OS)	<input type="checkbox"/> Medical Plan (ICS 206-OS)	<input type="checkbox"/> Resource at Risk Summary (ICS 232-OS)
<input type="checkbox"/> Assignment List (ICS 204-OS)	<input type="checkbox"/> Incident Map(s)	<input type="checkbox"/> _____
<input type="checkbox"/> Communications List (ICS 205-OS)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____
10. Prepared by: (Planning Section Chief)		Date / Time
INCIDENT OBJECTIVES		ICS 202-OS

INCIDENT OBJECTIVES (ICS FORM 202-OS)

Purpose. The Incident Objectives form describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period. The Attachments list at the bottom of the form also serves as a table of contents for the Incident Action Plan.

Preparation. The Incident Objectives form is completed by the Planning Section following each formal Planning Meeting conducted in preparing the Incident Action Plan.

Distribution. The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
		NOTE: ICS form 202-OS, Incident Objectives, serves as part of the Incident Action Plan (IAP) (not complete until attachments are included).
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Overall Incident Objective(s)	Enter clear, concise statements of the objectives for managing the response. These objectives usually apply for the duration of the incident.
4.	Objectives for specified Operational Period	Enter short, clear, concise statements of the objectives for the incident response for this operational period. Include alternatives.
5.	Safety Message for the specified Operational Period	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached. At the bottom of this box, enter the location where approved Site Safety Plan is available for review.
6.	Weather	Attach a sheet with the observed and predicted weather.
7.	Tides/Currents	Attach a sheet with the predicted tide and current information for the specified operational period.
8.	Sunrise/Sunset	Enter predicted times for sunrise and/or sunset (local time, 24-hour clock) during the specified operational period.
9.	Attachments	Mark an "X" in boxes for forms attached to the IAP.
10.	Prepared By	Enter the name of the Planning Section Chief completing the form.
	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.

1. Incident Name T/V Hanford	2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600	INCIDENT OBJECTIVES ICS 202-OS
3. Overall Incident Objective(s) Ensure the safety of citizens and response personnel Control the source of the spill Manage coordinated response effort Maximize protection of environmentally sensitive areas Contain & recover spilled material Recover & rehabilitate injured wildlife Remove oil from impacted areas Minimize economic impacts Keep stakeholders informed of response activities Keep the public informed of response activities		
4. Objectives for specified Operational Period Monitor field operations for safety and conduct briefings as needed Reduce oil in affected tanks to stop leak. Continue to monitor for additional discharge Ensure staffing for around the clock operations Deploy resources to protect sensitive areas using ACP/GRP criteria		
5. Safety Message for specified Operational Period Be careful of slip, trip and fall hazards on oiled shoreline Ensure proper PPE for on-scene personnel		
Approved Site Safety Plan Located at: Incident Command Post		
6. Weather See Attached Weather Sheet		
7. Tides / Currents See Attached Tide / Current Data		
8. Time of Sunrise 0807 Time of Sunset 1635		
9. Attachments (mark "X" if attached) <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Organization List (ICS 203-OS) <input checked="" type="checkbox"/> Assignment List (ICS 204-OS) <input checked="" type="checkbox"/> Communications List (ICS 205-OS) </div> <div> <input checked="" type="checkbox"/> Medical Plan (ICS 206-OS) <input checked="" type="checkbox"/> Incident Map(s) <input type="checkbox"/> Traffic Plan </div> <div> <input checked="" type="checkbox"/> Resource at Risk Summary (ICS 232-OS) <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> </div>		
10. Prepared by: (Planning Section Chief) Donna Knight 11/10/2000 12:09		
INCIDENT OBJECTIVES June 2000 ICS 202-OS		

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1. Incident Name	2. Operational Period (Date / Time) From:	ORGANIZATION ASSIGNMENT LIST ICS 203-OS																																																																														
3. Incident Commander and Staff <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Primary</td> <td style="width: 50%; text-align: center;">Deputy</td> </tr> <tr> <td>Federal:</td> <td></td> </tr> <tr> <td>State:</td> <td></td> </tr> <tr> <td>RP(s):</td> <td></td> </tr> <tr> <td>Safety Officer:</td> <td></td> </tr> <tr> <td>Information Officer:</td> <td></td> </tr> <tr> <td>Liaison Officer:</td> <td></td> </tr> </table>		Primary	Deputy	Federal:		State:		RP(s):		Safety Officer:		Information Officer:		Liaison Officer:		7. OPERATION SECTION <table style="width: 100%;"> <tr> <td style="width: 50%;">Chief</td> <td></td> </tr> <tr> <td>Deputy</td> <td></td> </tr> <tr> <td colspan="2">a. Branch I - Division/Groups</td> </tr> <tr> <td>Branch Director</td> <td></td> </tr> <tr> <td>Deputy</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td colspan="2">b. Branch II - Division/Groups</td> </tr> <tr> <td>Branch Director</td> <td></td> </tr> <tr> <td>Deputy</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td colspan="2">c. Branch III - Division/Groups</td> </tr> <tr> <td>Branch Director</td> <td></td> </tr> <tr> <td>Deputy</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td>Division / Group</td> <td></td> </tr> <tr> <td colspan="2">d. Air Operations Branch</td> </tr> <tr> <td>Air Operations Br. Dir</td> <td></td> </tr> <tr> <td>Air Tactical Supervisor</td> <td></td> </tr> <tr> <td>Air Support Supervisor</td> <td></td> </tr> <tr> <td>Helicopter Coordinator</td> <td></td> </tr> <tr> <td>Fixed Wing Coordinator</td> <td></td> </tr> </table>	Chief		Deputy		a. Branch I - Division/Groups		Branch Director		Deputy		Division / Group		Division / Group		Division / Group		Division / Group		Division / Group		b. Branch II - Division/Groups		Branch Director		Deputy		Division / Group		Division / Group		Division / Group		Division / Group		Division / Group		c. Branch III - Division/Groups		Branch Director		Deputy		Division / Group		Division / Group		Division / Group		Division / Group		Division / Group		d. Air Operations Branch		Air Operations Br. Dir		Air Tactical Supervisor		Air Support Supervisor		Helicopter Coordinator		Fixed Wing Coordinator	
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ORGANIZATION ASSIGNMENT LIST (ICS FORM 203-OS)

203

Purpose. The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS form 207-OS) which is posted on the Incident Command Post display. An actual organization will be event-specific. **Not all positions need to be filled.** The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief.

Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form (ICS form 202-OS) and given to all recipients of the Incident Action Plan. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Incident Commander and Staff	Enter the names of the Incident Commander and Staff. Use at least the first initial and last name.
4.	Agency Representative	Enter the agency names and the names of their representatives. Use at least the first initial and last name.
5. thru 8.		Enter the name of personnel staffing each of the listed positions. Use at least the first initial and last name. For Units, indicate Unit Leader and for Divisions/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash.
9.	Prepared By Date Time	Enter the name and position of the person completing the form. Enter date prepared (month, day, year). Enter time prepared (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		ORGANIZATION ASSIGNMENT LIST ICS 203-OS																																																																															
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ORGANIZATION ASSIGNMENT LIST June 2000 ICS 203-OS																																																																																			

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ASSIGNMENT LIST		June 2000		ICS 204-OS																																																	

ASSIGNMENT LIST (ICS FORM 204-OS)

Special Note. The Assignment List, ICS form 204-OS submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS form 204a-OS shows more specific assignment information, if needed. The need for an ICS form 204a-OS is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS form 215-OS) development.

Purpose. The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the assignments are agreed to by the Unified Command and General Staff, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS form 202-OS), Operational Planning Worksheet (ICS form 215-OS), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for individual Task Forces / Strike Teams may be entered on an ICS form 204a-OS for dissemination to the field, but not included in the IAP.

Distribution. The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
		A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Branch	Enter the Branch designator.
4.	Division/Group	Enter the Division/Group designator.
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division Supervisor.

(Instructions continue on back of Sample Filled-In Form)

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/02/00-0600 To: 01/03/00-0600		ASSIGNMENT LIST ICS 204-OS	
3. Branch On-water Recovery			4. Division/Group Division A		
5. Operations Personnel					
	Name	Affiliation	Contact # (s)		
Operations Section Chief:	Gary Smith		555-555-1212		
Branch Director:	Sandy Becker		555-555-1212		
Division/Group Supervisor:	Jeff Hil ton		555-555-1212		
6. Resources Assigned This Period					
"X" indicates 204a attachment with special instructions					
Strike Team / Task Force / Resource Identifier	Leader	Contact Info. #	# of Persons	Notes / Remarks	
TF1 WA Responder	Ned Hol t	555-555-1212	5		<input checked="" type="checkbox"/>
TF2 Clean Sound Skimmer	William Thorpe	555-555-1212	6		<input type="checkbox"/>
TF3 Gull	Dirk Rhodes	555-555-1212	2		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
7. Assignments Collect oil on-water.					
8. Special Instructions for Division / Group					
9. Communications (radio and / or phone contact numbers needed for this assignment)					
Name / Function	Radio: Freq. / System / Channel	Phone	Pager		
Jeff Hil ton/Div. Super.	Ch. 1	555-1212			
Emergency Communications					
Medical	555-555-1212	Evacuation	555-555-1212	Other	
10. Prepared By (Resources Unit Leader)		11. Approved By (Planning Section Chief)			
Ted Peters		Donna Knight			
Date / Time		Date / Time			
11/10/00 12:34		11/10/00 12:34			
ASSIGNMENT LIST			June 2000		
			ICS 204-OS		

SAMPLE FILLED-IN ICS FORM 204

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1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		ASSIGNMENT LIST ATTACHMENT ICS 204a-OS	
3. Branch			4. Division / Group		
5. Strike Team / Task Force / Resource Identifier		6. Leader		7. Assignment Location	
8. Work Assignment Special Instructions (if any) [Ops]					
9. Special Equipment / Supplies Needed for Assignment (if any) [Ops]					
10. Special Environmental Considerations (if any) [P.S.C.]					
11. Special Site-Specific Safety Considerations (if any) [S.O.]					
12. Other Attachments (as needed) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Map </div> <div> <input type="checkbox"/> Shoreline Cleanup Assessment Team Report </div> <div> <input type="checkbox"/> _____ </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Weather Forecast </div> <div> <input type="checkbox"/> Tides </div> <div> <input type="checkbox"/> _____ </div> </div>					
13. Prepared by: (Resources Unit Leader)				Date / Time	
ASSIGNMENT LIST ATTACHMENT					

June 2000

ICS 204a-OS

Electronic version: NOAA 1.0 June 1, 2000

204a

ASSIGNMENT LIST ATTACHMENT (ICS FORM 204a-OS)

Special Note. This form is an optional attachment, which can be used in conjunction with the Assignment List, ICS form 204-OS. The ICS form 204-OS is used to give assignments to Divisions and Groups; the ICS form 204a-OS provides more specific assignment information, when needed. If there is a check, then there will be one ICS form 204a-OS for each Strike Team / Task Force / Resource Identifier listed in Item 6 of ICS form 204-OS and marked with a check (•) in the last column. The need for an ICS form 204a-OS is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS form 215-OS) development.

Purpose. The Assignment List Attachment informs field personnel of specific incident assignment information. Once the Unified Command and General Staff agree to the Group / Division assignments, the specific assignment information is given to the appropriate Strike Team or Task Force Leaders.

Preparation. The Assignment List Attachment form is normally prepared by the Resources Unit under the direction of the Planning and Operations Section Chiefs using guidance from the Incident Objectives (ICS form 202-OS) and the Operational Planning Worksheet (ICS form 215-OS).

Distribution. The Assignment List Attachment is duplicated and distributed to the Group or Division supervisor for communication to individual Task Forces and Strike Teams. In some cases, assignments may be communicated via radio, phone, or computer. All completed original forms MUST be given to the Documentation Unit.

NOTE: A separate sheet is used for each Strike Team or Task Force.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Branch	Enter the Branch designator.
4.	Division/Group	Enter the Division/Group designator.
5.	Strike Team / Task Force / Resource Identifier	Enter the Identifier of the Strike Team / Task Force / Resource.
6.	Leader	Enter the name of the Strike Team / Task Force leader.
7.	Assignment Location	Enter the location of the assignment for the Strike Team / Task Force.
8.	Work Assignment Special Instructions (if any) [OPS]	Provide special instructions, as needed, to highlight site-specific work assignments.
9.	Special Equipment and/or Supplies Needed for Assignment (if any) [OPS]	Enter a description, quantity, and comments for special equipment and/or supplies needed for this assignment.

(Instructions continue on back of Sample Filled-In Form)

Item #	Item Title	Instructions
10.	Special Environmental Considerations (if any) [PSC]	Enter any special environmental considerations specific to this location (e.g., presence of endangered species, archeological sites, sensitive habitats to be avoided, etc.). If needed, reference the Resources at Risk Summary (ICS form 232-OS) for further information.
11.	Special Site-Specific Safety Considerations [SO]	Enter any safety considerations specific to this location. For example, presence of dangerous wildlife, possibility of hazardous materials in the area, rough terrain issues, etc. Enter the location where the Approved Site Safety Plan is available for review.
12.	Additional Attachments (as needed)	"X" the appropriate box for any attachments.
13.	Prepared By Date/Time	Enter the name of the person completing the form, normally the Resources Unit Leader. Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.

INCIDENT RADIO COMMUNICATIONS PLAN (ICS FORM 205-OS)

Special Note. This form, ICS 205-OS, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a-OS is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.),

Purpose. The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS form 216) and the Radio Frequency Assignment Worksheet (ICS form 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS form 204-OS).

Preparation. The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on the preparation of this form may be found in ICS Publication 223-5, Communications Unit Position Manual.

Distribution. The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form, including the Incident Communications Center. Information from the plan is placed on Assignment Lists. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Basic Radio Channel Use	Enter the following information about radio channel use:
	System	Radio cache system(s) assigned and used on the incident.
	Channel	Radio channel numbers assigned.
	Function	Function each channel is assigned (e.g., command, support, division tactical, and ground-to-air).
	Frequency	Radio frequency tone number assigned to each specified function (e.g., 153.400)
	Assignment	ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-OS	
3. BASIC RADIO CHANNEL USE					
SYSTEM / CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
MSRC Comms system /cache 1	Marine Channel 12	Marine assets	156.6	On-water Recovery Branch	
Aircraft Comms suite / helo		Air Operations	126.4 122.7	Air Ops Branch Dir. Secondary	
	Marine Channel 16	Marine assets	156.8	Emergency calling and distress	
FIMA NW Comms Cache Bothell	FIMA desig. freq.	EOC Comms	123.4	INTRA Command & EOC Comms	
4. Prepared by: (Communications Unit) Mark Whitney			Date / Time 11/10/00 12:44		
INCIDENT RADIO COMMUNICATIONS PLAN			June 2000		ICS 205-OS

Electronic version: NOAA 1.0 June 1, 2000

SAMPLE FILLED-IN ICS FORM 205

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COMMUNICATIONS LIST (ICS FORM 205a-OS)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS form 205-OS. Whereas the ICS form 205-OS is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS form 205a-OS, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Purpose. The Communications List records methods of contact for personnel on scene.

Preparation. The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

Distribution. The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Basic Local Communications Information Assignment Name Method(s) of contact	Enter the communications methods assigned and used for each assignment. Enter the ICS organizational assignment. Enter the name of the contact person for the assignment. Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		COMMUNICATIONS LIST ICS 205A-OS	
3. Basic Local Communications Information					
Assignment	Name	Method(s) of contact (radio frequency, phone, pager, cell #(s), etc.)			
FOSC	CAPT Dave Williams	555-555-1212 (CP), 555-555-1212 (cell)			
SOSC	Linda Davis	555-555-1212			
RPIC	Don Harper	555-555-1212			
Planning Sect. Chief	Donna Knight	555-555-1212			
Ops Section Chief	Gary Smith	555-555-1212			
Logistics Sect. Chief	Paul Keller	555-555-1212			
Finance Sect. Chief	Justine Martin	555-555-1212			
Dep. FOSC	CDR Steve Schwartz	555-555-1212			
Dep. SOSC	Greta Duxbury	555-555-1212			
Dep. RPIC	Glen Street	555-555-1212			
Safety Officer	Ann Richards	555-555-1212			
Info. Officer	Janet Newell	555-555-1212			
Liaison Officer	Jim Sommers	555-555-1212			
USFWS Rep.	Burt Muldowney	555-555-1212			
Dep. Plan. Sect.	Dan Jones	555-555-1212			
Resources Unit	Ted Peters	555-555-1212			
Situation Unit	Anita Parks	555-555-1212			
Environ. Unit	Ellen Taylor	555-555-1212			
Document. Unit	Jenny Hagen	555-555-1212			
Demob. Unit	Marie Miller	555-555-1212			
Dep. Log. Sect.	Gail Levine	555-555-1212			
Sup. Branch Dir	Kim James	555-555-1212			
Supply Unit	Karl Fisher	555-555-1212			
Facilities Unit	Joyce Hanson	555-555-1212			
Transport. Unit	Ted Rand	555-555-1212			
Vessel Sup Unit	Kevin Holt	555-555-1212			
Svc. Branch Dir.	Wendy Phillips	555-555-1212			
Comms. Unit	Mark Whitney	555-555-1212			
Medical Unit	Sheila White	555-555-1212			
Food Unit	Michael Baron	555-555-1212			
Dep. Ops. Sect.	Bill Barry	555-555-1212			
4. Prepared by: (Communications Unit) Mark Whitney		Date / Time 11/10/2000 12:47			
COMMUNICATIONS LIST		June 2000		ICS 205a-OS	

SAMPLE FILLED-IN ICS FORM 205A

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1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		MEDICAL PLAN ICS 206-OS		
3. Medical Aid Stations						
Name	Location	Contact #	Paramedics On site (Y/N)			
4. Transportation						
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)			
5. Hospitals						
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli- Pad?
			Air	Ground		
6. Special Medical Emergency Procedures						
7. Prepared by: (Medical Unit Leader)			8. Reviewed by: (Safety Officer)			
Date / Time			Date / Time			
MEDICAL PLAN			June 2000		ICS 206-OS	

MEDICAL PLAN (ICS FORM 206-OS)

Purpose. The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

Distribution. The Medical Plan may be attached to the Incident Objectives (ICS form 202-OS), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and noted on the Assignment List (ICS form 204-OS) or on the Assignment List Attachment (ICS form 204a-OS). All completed original forms MUST be given to the Documentation Unit.

206

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Medical Aid Stations	Enter name, location, and telephone number of the medical aid station(s) (e.g., Cajon Staging Area, Cajon Camp Ground) and indicate if paramedics are located at the site.
4.	Transportation	List name and address of ambulance services. Provide phone number and indicate if ambulance company has paramedics.
5.	Hospitals	List hospitals that could serve this incident. Enter hospital name, address, phone number, the travel time by air and ground from the incident to the hospital, and indicate if the hospital has a burn center and/or a helipad.
6.	Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel.
7.	Prepared By Date/Time	Enter the name of the Medical Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
8.	Reviewed By Date/Time	Enter the name of the Safety Officer who must review the plan. Enter date (month, day, year) and time reviewed (24-hour clock).

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INCIDENT ORGANIZATION CHART (ICS FORM 207-OS)

Purpose. The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. **The attached chart is an example of the kind of Organizational Chart used in the ICS.** An actual organization will be event-specific. Not all positions need to be filled. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The Incident Organization Chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. The ICS form 207 may best be used as a wall-size chart for better visibility. A chart is completed for each operational period and updated when organizational changes occur.

Distribution. When completed, the chart is posted on the display board located at the Incident Command Post. All original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.

1. Incident Name T/V Hanford	2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600	INCIDENT ORGANIZATION CHART ICS 207-OS
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INCIDENT COMMAND
 FOSC
 CAPT Dave Williams
 SOSC
 Linda Davis
 RPIC
 Don Harper

OPERATIONS SECTION CHIEF
 Gary Smith

STAGING AREA MANAGER

RECOVERY BRANCH DIRECTOR
 Sandy Kuala

PROTECTION GROUP SUPERVISOR

ON-WATER GROUP SUPERVISOR

SHORESIDE GROUP SUPERVISOR

DISPOSAL GROUP SUPERVISOR

DECON GROUP SUPERVISOR

DISPERSANT OPS GROUP SUPERVISOR

IN-SITU BURN OPS GROUP SUPERVISOR

EMERGENCY RESPONSE BRANCH DIRECTOR
 Peggy O'Kane

SAR GROUP SUPERVISOR

SALVAGE/SOURCE CONTROL GROUP SUPERVISOR

FIRE SUPPRESSION GROUP SUPERVISOR

HAZMAT GROUP SUPERVISOR

EMS GROUP SUPERVISOR

LAW ENFORCEMENT SUPERVISOR

PLANNING SECTION CHIEF
 Donna Knight

AIR OPERATIONS BRANCH DIRECTOR
 Steven Croy

AIR TACTICAL GP SUPERVISOR
 Bob Anderson

HELIBASE MANAGER
 Bob Hill

FIXED-WING BASE COORDINATOR
 Sam Davis

AIR SUPPORT GP SUPERVISOR
 Kelly Johnson

WILDLIFE BRANCH DIRECTOR
 Bob Garwood

RECOVERY GP SUPERVISOR

WILDLIFE REHAB GROUP SUPERVISOR

TECHNICAL SPECIALISTS

LOGISTICS SECTION CHIEF
 Paul Keller

SUPPORT BRANCH DIRECTOR
 Kim James

SUPPLY UNIT LEADER
 Karl Fisher

FACILITIES UNIT LEADER
 Joyce Hanson

VESSEL SUPPORT UNIT LEADER
 Kevin Holt

GROUND SUPPORT UNIT LEADER
 John Thompson

SERVICE BRANCH DIRECTOR
 Wendy Phillips

FOOD UNIT LEADER
 Michael Baron

MEDICAL UNIT LEADER
 Sheila White

COMMUNICATIONS UNIT LEADER
 Mark Whitney

FINANCE/ADMIN SECTION CHIEF
 Justine Martin

COST UNIT LEADER
 Frank Cole

TIME UNIT LEADER
 Jack Barnes

PROCUREMENT UNIT LEADER
 Gary Reynolds

COMPENSATION UNIT LEADER
 Jamie Walsh

INFORMATION OFFICER
 Janet Newall

SAFETY OFFICER
 Ann Richards

LIAISON OFFICER
 Jim Sommers

INVESTIGATORS

NRDA REPS.

AGENCY REPS.

Indicates initial contact point

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1. Incident Name		2. Operational Period (Date / Time)		Time of Report		INCIDENT STATUS SUMMARY ICS 209-OS																																																																																																																				
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11. Prepared by: (Situation Unit Leader)																																																																																																																										

INCIDENT STATUS SUMMARY (ICS FORM 209-OS)

Purpose. The Status Summary:

1. Is used by Situation Unit personnel for posting information on Status Boards.
2. Is duplicated and provided to Command Staff members, giving them basic information for planning for the next operational period.
3. Provides information to the Information Officer for preparing news media releases.
4. Summarizes incident information for local and off-site coordination centers.

Preparation. The Status Summary is prepared by the Situation Unit. Resources information should be obtained from the Resources Unit. It may be scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the Unified Command or Planning Section Chief. Suggested sources of information are noted in brackets.

Note: The values on the ICS form 209-OS are the best available estimates at the Time of Report (Item # 2 on form). This form is usually in high demand and should be filled out early and often. A suggested source within the ICS organization is noted in brackets [] at the top right of each section of the form. All fields need not be completed in order to distribute the form.

Distribution. When completed, the form is duplicated and copies are distributed to the Unified Command and staff, and all Section Chiefs, Planning Section Unit Leaders, and the Joint Information Center. It is also posted on a status board located at the ICP. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Period Covered by Report	Enter the date and time interval for which the report applies. Use 24-hour clock for all times. Enter time for which this information applies.
	Time of Report	Enter the Time (24-hour clock) the form was prepared.
3.	Spill Status [Ops & EUL/SSC]	Indicate whether the spill source is secured or unsecured and estimate the remaining potential and the rate of spillage discharge or release. Enter the estimated amounts in barrels for each category. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
	Mass Balance/Oil Budget	These fields are designed to account for all spilled oil whether recovered, evaporated, dispersed, burned, floating, or on shore. The total of these estimates should approximate the total volume spilled, discharged, or released. Values for evaporation, dispersion, etc. can be obtained from the Environmental Unit and/or the Scientific Support Coordinator.
4.	Waste Management [Ops/Disposal]	Enter the estimated amounts in barrels or tons for each category. Oil (bbl) is the sum of the estimate of oil in oily liquids and oil in oily solids, and is the value to be entered under "Total Recovered Oil" in Item 3.
5.	Shoreline Impacts [PSC/EUL/SSC]	Enter the total miles in each category for each degree of oiling. Definitions for Light, Medium, and Heavy oiling can be obtained from the EUL/SSC and should be consistent throughout the incident.

Item #	Item Title	Instructions
6.	Wildlife Impacts [Ops/Wildlife Br.]	This information is only tracked after an animal is captured. Indicate the actual number of oiled wildlife in each category. Use numbers in parentheses to indicate the subtotal of threatened / endangered species included in the numbers given.
7.	Safety Status [Safety Officer]	Indicate the number of serious injuries. Values entered in the column labeled Since Last Report are from the start of the Period Covered by Report (Item 2) to the time entered in the Time of Report (Item 2).
8.	Equipment Resources [RUL] Ordered Available/Staged Assigned Out of Service	Indicate the number of each type of resource in each status category. There are blank lines below each general type of resource for additional equipment. Ordered but not yet arrived/available. Arrived on scene, stored in staging, not assigned to any task, available for use. Assigned to a specific task. Not working and not assigned to any task (e.g., skimmer being repaired, boom broken, personnel off-duty for rest).
9.	Personnel Resources [RUL]	Indicate, by agency, the numbers of personnel assigned. There are blank lines for additional personnel, as needed.
10.	Special Notes	Use this area for any special notes or other information related to this reporting period. This could include financial/cost information, specific endangered species notes, significant events that occurred, etc.
11.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.

1. Incident Name T/V Hanford		2. Period Covered by Report From: 0800 To: 1200		Time of Report 11/13/00 10:17	INCIDENT STATUS SUMMARY ICS 209-OS																																																																			
3. Spill Status (Estimated, in Barrels) [Ops & EUL/SSC] Source Status: Remaining Potential (bbl): 5,000 <input type="checkbox"/> Secured Rate of Spillage (bbl/hr): 1,000 <input checked="" type="checkbox"/> Unsecured <table border="1"> <thead> <tr> <th></th> <th>Since Last Report</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Volume Spilled</td> <td>100,000</td> <td>100,000</td> </tr> </tbody> </table>					Since Last Report	Total	Volume Spilled	100,000	100,000	8. Equipment Resources [RUL] <table border="1"> <thead> <tr> <th>Description</th> <th>Ordered</th> <th>Available / Staged</th> <th>Assigned</th> <th>Out of Service</th> </tr> </thead> <tbody> <tr><td>Spill Resp. Vsls</td><td></td><td></td><td></td><td></td></tr> <tr><td>Fishing Vessels</td><td></td><td></td><td></td><td></td></tr> <tr><td>Tugs</td><td>2</td><td></td><td></td><td></td></tr> <tr><td>Barges</td><td>2</td><td></td><td></td><td></td></tr> <tr><td>Other Vessels</td><td></td><td></td><td></td><td></td></tr> <tr><td>Skimmers</td><td>3</td><td></td><td>3</td><td></td></tr> <tr><td>Boom (ft.)</td><td></td><td></td><td></td><td></td></tr> <tr><td>Sbnt/Snr Bm. (ft.)</td><td></td><td></td><td></td><td></td></tr> <tr><td>Vacuum Trucks</td><td></td><td></td><td></td><td></td></tr> <tr><td>Helicopters</td><td></td><td></td><td>1</td><td></td></tr> <tr><td>Fixed Wing</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Description	Ordered	Available / Staged	Assigned	Out of Service	Spill Resp. Vsls					Fishing Vessels					Tugs	2				Barges	2				Other Vessels					Skimmers	3		3		Boom (ft.)					Sbnt/Snr Bm. (ft.)					Vacuum Trucks					Helicopters			1		Fixed Wing				
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Mass Balance / Oil Budget <table border="1"> <tbody> <tr><td>Recovered Oil</td><td>0</td><td>0</td></tr> <tr><td>Evaporation</td><td>6,000</td><td>6,000</td></tr> <tr><td>Natural Dispersion</td><td>0</td><td>0</td></tr> <tr><td>Chemical Dispersion</td><td>0</td><td>0</td></tr> <tr><td>Burned</td><td>0</td><td>0</td></tr> <tr><td>Floating, Contained</td><td>0</td><td>0</td></tr> <tr><td>Floating, Uncontained</td><td>93,000</td><td>93,000</td></tr> <tr><td>Onshore</td><td>1,000</td><td>1,000</td></tr> <tr><td>Total spilled oil accounted for</td><td>100,000</td><td>100,000</td></tr> </tbody> </table>				Recovered Oil	0	0	Evaporation	6,000	6,000	Natural Dispersion	0	0	Chemical Dispersion	0	0	Burned	0	0	Floating, Contained	0	0	Floating, Uncontained	93,000	93,000	Onshore	1,000	1,000	Total spilled oil accounted for	100,000	100,000																																										
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5. Shoreline Impacts (Estimated, in miles) [PSC / EUL / SSC] <table border="1"> <thead> <tr> <th>Degree of Oiling</th> <th>Affected</th> <th>Cleaned</th> <th>To Be Cleaned</th> </tr> </thead> <tbody> <tr><td>Light</td><td></td><td></td><td></td></tr> <tr><td>Medium</td><td></td><td></td><td></td></tr> <tr><td>Heavy</td><td>10</td><td>2</td><td>8</td></tr> <tr><td>Total</td><td>10</td><td>2</td><td>8</td></tr> </tbody> </table>				Degree of Oiling	Affected	Cleaned	To Be Cleaned	Light				Medium				Heavy	10	2	8	Total	10	2	8																																																	
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6. Wildlife Impacts [Ops / Wildlife Br.] Numbers in () indicate subtotal that are threatened / endangered species. <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Captured</th> <th rowspan="2">Cleaned</th> <th rowspan="2">Released</th> <th colspan="3">Died in Facility</th> </tr> <tr> <th>DOA</th> <th>Euth.</th> <th>Other</th> </tr> </thead> <tbody> <tr><td>Birds</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Mammals</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Reptiles</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Fish</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Total</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table>					Captured	Cleaned	Released	Died in Facility			DOA	Euth.	Other	Birds	0	0	0	0	0	0	Mammals	0	0	0	0	0	0	Reptiles	0	0	0	0	0	0	Fish	0	0	0	0	0	0	Total	0	0	0	0	0	0																								
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10. Special Notes																																																																								
11. Prepared by: (Situation Unit Leader) Anita Parks																																																																								

INCIDENT STATUS SUMMARY

June 2000

ICS 209-OS

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1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	STATUS CHANGE ICS 210-OS
3. Personnel / Resource Name or I.D.		
4. New Status <input type="checkbox"/> Available / Staged <input type="checkbox"/> Assigned _____ <input type="checkbox"/> Out of Service		
5. FROM Location or Status	6. TO Location or Status	
7. Time of Location / Status Change		
8. Comments		
9. Prepared by: _____ Date / Time _____		
10. Processed by: (Resource Unit) _____ Date / Time _____		
STATUS CHANGE June 2000 ICS 210-OS		

STATUS CHANGE (ICS FORM 210-OS)

Purpose. The Status Change form is used to record status change information received on resources assigned to the incident.

Preparation. The form is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers or fixed-wing facilities.

Distribution. The original is given to the Resources Unit, and the Communications Unit retains a second copy. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Personnel/Resource Name or I.D.	Enter the Personnel/Resource Name or Identifier.
4.	New Status	Check the new status of the personnel or resource.
5.	FROM Location or Status	Enter the location or status from which the resource is changing.
6.	TO Location or Status	Enter the location or status to which the resource is changing.
7.	Time of Location / Status Change	Enter time of change (24-hour clock).
8.	Comments	Use this area for other information.
9.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
10.	Processed by Resources Unit Date/Time	Enter name and title of the person in the Resources Unit processing the form. Enter date (month, day, year) and time processed (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		STATUS CHANGE ICS 210-OS	
3. Personnel / Resource Name or I.D. USCG Hel o 1					
4. New Status <div> <input type="checkbox"/> Available / Staged <input type="checkbox"/> Assigned <input checked="" type="checkbox"/> Out of Service </div>					
5. FROM Location or Status			6. TO Location or Status		
7. Time of Location / Status Change 1700					
8. Comments Hel o had a mechanical probl em so was grounded.					
9. Prepared by: Ted Peters				Date / Time 11/13/2000 11:05	
10. Processed by: (Resources Unit) Ted Peters				Date / Time 1/1/2000 1700:00	
STATUS CHANGE		June 2000		ICS 210-OS	

SAMPLE FILLED-IN ICS FORM 210

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Electronic version: NOAA 1.0 June 1, 2000

CHECK-IN LIST (ICS FORM 211)

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information which is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-in	Enter an "X" in the box indicating where the resource or person checked in.
3.	Date / Time Prepared	Enter the date (e.g., 09/17/1996) and time (e.g., 1530) prepared.
4.	List Personnel (Overhead) by Agency & Name	Use this section to list agency three-letter designator and individual names for all overhead personnel. When listing equipment, use three-letter designator, indicate if resource is a single resource, task force or strike team; enter kind of resource (letter for single resource, 1-3 for Strike Team); enter type of resource (1-4), and designated id. no.
5.	Order / Request Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Date / Time Check-In	Self explanatory.
7.	Leader's Name	Self explanatory.
8.	Total Number Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9.	Manifest	Indicate if a manifest was prepared by entering "Yes" or "No" in the field.
10.	Crew Weight or Individual's Weight	Self explanatory.
11.	Home Base	Location at which the resource / individual is normally assigned.
12.	Departure Point	Location from which resource / individual departed for this incident.
13.	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)

(Instructions continue on back of Sample Filled-In Form)

CHECK-IN LIST				1. INCIDENT NAME T/V Hanford		2. CHECK-IN LOCATION Command Post _____ — BASE — CAMP — STAGING AREA — ICP RESOURCES — HELIBASE						3. DATE/TIME 11/13/2000 11					
CHECK-IN INFORMATION																	
4. LIST PERSONNEL (OVERHEAD) BY AGENCY & NAME - OR - LIST EQUIPMENT BY THE FOLLOWING FORMAT:				5.	6.	7.	8.	9.		10.	11.	12.	13.	14.	15.	16.	
AGENCY	SINGLE T/F S/T	KIND	TYPE	ID. NO./NAME	ORDER/ REQUEST NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	MANIFEST		CREW WEIGHT OR INDIVIDUALS WEIGHT	HOME BASE	DEPARTURE POINT	METHOD OF TRAVEL	INCIDENT ASSIGNMENT	OTHER QUALIFICATION	SENT TO RESOURCES TIME/INT.
									YES	NO							
USCG	Single			Dave Williams		01/01 0800				X		Seattle, WA	Seattle	POV	FOSC		1900
DOE	Single			Linda Davis		01/010900				X		Bellevue, WA	Bellevue, WA	POV	SOSC		1900
DOE	Single			Gail Ramsey		01/010900	Linda Davis			X		Bellevue, WA	Bellevue, WA	POV	Deputy SOSC		1900
USCG	ST			Pac Strike Team		01/011900			X			Novato, CA	Novato, CA	Air	Salvage		1900
Cascadia	Single	Dozer	1	Dozer 1	1	01/020900	Jeff Wilkes	1	X			Forks, WA	Forks, WA	POV	Division B		1900
17. ICS 211 PAGE <u>1</u> of <u>1</u>				18. PREPARED BY (NAME AND POSITION) USE BACK FOR REMARKS OR COMMENTS Tim Springs Checkin recorder													

Electronic version: NOAA 1.0 June 1, 2000

- | | | |
|-----|----------------------|---|
| 14. | Incident Assignment | Assignment at time of dispatch. |
| 15. | Other Qualifications | List any other ICS position the individual has been trained to fill. |
| 16. | Sent to | Enter initials and time that the info. Pertaining to that entry was sent to the Resources Unit. |
| 17. | Page | Indicate page no. and no. of pages being used for Check-In at this location. |

CHECK-IN LIST Equipment (ICS FORM 211e-OS)

Special Note. This form is used for equipment check-in only.

Purpose. Equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Check-in Location	Check the box for the location where the equipment was checked in.
4.	Equipment Description	Enter a description of the equipment (e.g., 36" open water boom, skimmer, vac truck, etc.).
5.	Equipment Identifier	Enter the Identifier for the equipment (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
6.	Supplier/Owner	Enter the supplier/owner of the equipment.
7.	Assignment	Work assignment, if known. Arriving equipment may not have an assignment at time of check-in.
8.	Contact Information	Enter the contact information for the person operating equipment.
9.	Initial Incident Check-in?	Check if this is the first time the equipment has been checked in.
10.	Time In/Out	Enter the time the equipment is checked in and/or out (24-hour clock).
11.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
12.	Date/Time Sent to Resources Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

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1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		3. Check-in Location <input type="checkbox"/> Command Post <input type="checkbox"/> Other _____ <input type="checkbox"/> Staging Area _____		CHECK-IN LIST (Personnel) ICS 211p-OS	
Personnel Check-in Information				8. Initial Incident Check-In?		9. Time	
4. Name	5. Company / Agency	6. ICS Section / Assignment / Quals.	7. Contact Information	(X) <input type="checkbox"/>	In <input type="checkbox"/>	Out <input type="checkbox"/>	
				<input type="checkbox"/>			
				<input type="checkbox"/>			
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				<input type="checkbox"/>			
				<input type="checkbox"/>			
10. Prepared by: _____			Date / Time _____				
11. Date / Time Sent to Resources Unit _____							
CHECK-IN LIST (Personnel)			June 2000		ICS 211p-OS		

CHECK-IN LIST Personnel (ICS FORM 211p-OS)

Special Note. This form is used for personnel check-in only.

Purpose. Personnel arriving at the incident can be checked in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Check-in Location	Check the box for the check-in location.
4.	Name	Enter the name of the person.
5.	Company/Agency	Enter the company or agency with which the individual is associated.
6.	ICS Section / Assignment / Quals.	Enter ICS Section and assignment, if known, and note any other ICS qualifications, if needed.
7.	Contact Information	Enter the contact information for the person.
8.	Initial Incident Check-in?	Check if this is the first time a person has checked in for this incident.
9.	Time In/Out	Enter the time the person checks in and/or out (24-hour clock).
10.	Prepared By Date/Time Prepared	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
11.	Date/Time Sent to Resources Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

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General Message (ICS FORM 213-OS)

Purpose. The General Message is used by:

- Incident personnel to record incoming messages which cannot be orally transmitted to the intended recipients;
- Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee;
- Incident personnel to send any message or notification to incident personnel which requires a hard-copy delivery;
- Incident personnel to place resource orders.

Preparation. This form is prepared by any incident personnel needing to transmit a hard-copy message. The recipient should send a timely reply to the originator, as necessary.

Distribution. Upon completion, the General Message may be hand-carried to the addressee or to the incident Communications Center for transmission. Originator retains a copy of the form. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date and Time of Message	Enter the date and time of message origination.
3.	To	Enter name and ICS position of message recipient.
4.	From	Enter name and ICS position of message sender.
5.	Subject	Indicate the message subject.
6.	Message	Enter message.
7.	Reply	This section to be used by the unit/person who receives the message to reply to your message.
8.	Signature/Position Date/Time of reply	Enter name and position of person replying to this message. Enter date (month, day, year) and time of reply (24-hour clock).

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1. Incident Name		2. Operational Period (Date / Time)		UNIT LOG ICS 214-OS	
		From:		To:	
3. Unit Name / Designators			4. Unit Leader (Name and ICS Position)		
5. Personnel Assigned					
NAME		ICS POSITION		HOME BASE	
6. Activity Log (Continue on Reverse)					
TIME		MAJOR EVENTS			
7. Prepared by:					
Date / Time					
UNIT LOG					
June 2000					
ICS 214-OS					

UNIT LOG (ICS FORM 214-OS)

Special Note. ICS Form 214-OS is used to log activities for an entire unit, whereas the ICS form 214a-OS is designed for individual use.

Purpose. The Unit Log records details of unit activity, including strike team activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

(CONTINUATION FORM on back of Sample Filled-In Form)

INDIVIDUAL LOG (ICS FORM 214a-OS)

Special Note. This optional ICS form 214a-OS is a log for individual use, and ICS form 214-OS is designed to log activities for an entire unit.

Purpose. The Individual Log, while not required, records details of each individual's activities. These logs provide a basic reference from which to extract information for inclusion in any after-action report.

Preparation. An Individual Log can be initiated and maintained by each member of the ICS. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Individual Logs. The original of each log **MUST** be submitted to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Individual Name	Enter the name of the individual.
4.	ICS Section	Enter the ICS Section to which the individual is assigned.
5.	Assignment/Location	Enter the assignment or location for the individual.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

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1. Incident Name			2. Operational Period (Date / Time) From: _____ To: _____												OPERATIONAL PLANNING WORKSHEET ICS 215-OS			
3. Division / Group or Location	4. Work Assignments	5. Resource / Equipment												9. "X" here if 204a Needed				
		Resource													6. Notes / Remarks	7. Reporting Location	8. Requested Arrival Time	
		Req.																<input type="checkbox"/>
		Have																<input type="checkbox"/>
		Need																<input type="checkbox"/>
		Req.																<input type="checkbox"/>
		Have																<input type="checkbox"/>
		Need																<input type="checkbox"/>
		Req.																<input type="checkbox"/>
		Have																<input type="checkbox"/>
		Need																<input type="checkbox"/>
		Req.																<input type="checkbox"/>
		Have																<input type="checkbox"/>
		Need																<input type="checkbox"/>
10. Total Resources Required															13. Prepared by: Date _____ Time _____			
11. Total Resources On Hand																		
12. Total Resources Needed																		

OPERATIONAL PLANNING WORKSHEET

June 2000

ICS 215-OS

Electronic version: NOAA 1.0 June 1, 2000

OPERATIONAL PLANNING WORKSHEET (ICS FORM 215-OS)

Purpose. This form communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings. The Worksheet is used by the Resources Unit to complete the Assignment List (ICS form 204-OS) and by the Logistics Section Chief for ordering resources. The worksheet may also be used by the Resources Unit Leader to complete the Assignment List Attachment(s) (ICS form 204a-OS), if the Operations and Planning Section Chiefs deem it necessary.

Preparation. This form is initiated at the Tactics Meeting and modified and finalized at the Planning Meeting. For ease of use, the form should be enlarged to poster size. This form is principally crafted by the Operations and Planning Section Chiefs. When decisions are reached, the appropriate resource information should be recorded on the form. Use additional sheets, as needed.

Distribution. When the work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to help prepare Assignment Lists (ICS form 204-OS) and any needed Assignment List Attachment(s) (ICS form 204a-OS). The Planning Section will use a copy of this worksheet for preparing resource requests for the next operational period. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Division/Group or Location	Enter the Division/Group or other Location Identifier (e.g., Division A - Segment 1, On-water Group 1, Air Group 1, etc.).
4.	Work Assignments	Enter the specific work assignments given to each Division/Group (e.g., on-water skimming, Shoreline Cleanup Assessment Team, shoreline cleanup crews, conduct overflights, etc.).
5.	Resource/Equipment	Complete resource description. Enter the number of resources required "Req." and the number of resources available "Have" to perform the work assignment. The number of resources needed "Need" is the difference between "Req." and "Have."
6.	Notes/Remarks	Provide any additional information needed for this work assignment.
7.	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignments (staging area, etc.)
8.	Requested Arrival Time	Enter time resources are requested to arrive at reporting location (24-hour clock).
9.	Assignment List Attachment 204a Needed	"X" this box if the Planning and Operations Section Chiefs determine that special instructions are needed for a specific Strike Team, Task Force, or single resource (e.g., work assignment, equipment, environmental considerations, or site-specific safety considerations).

(Instructions continue on back of Sample Filled-In Form)

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600												OPERATIONAL PLANNING WORKSHEET ICS 215-OS			
3. Division / Group or Location	4. Work Assignments	5. Resource / Equipment												9. "X" here if 204a Needed			
		Resource	Skimmer	Handcrew	Portable toilet	20 cu yd dumpster									6. Notes / Remarks	7. Reporting Location	8. Requested Arrival Time
A	On-water recovery	Req.	3														
		Have	3														
		Need	0														X
B	Shoreline cleanup crews	Req.		3	2	1											
		Have		0	0	0										Stgng. area 1	0600
		Need		3	2	1											
C	Shoreline cleanup crews	Req.		2	2	1											
		Have		0	0	0										Stgng. area 2	0600
		Need		2	2	1											
		Req.															
		Have															
		Need															
		Req.															
		Have															
		Need															
		Req.															
		Have															
		Need															
10. Total Resources Required		3	5	4	2									13. Prepared by: Donna Knight Date Time 11/15/2000 11:57			
11. Total Resources On Hand		3	0	0	0												
12. Total Resources Needed		0	5	4	2												

OPERATIONAL PLANNING WORKSHEET

June 2000

ICS 215-OS

Electronic version: NOAA 1.0 June 1, 2000

SAMPLE FILLED-IN ICS FORM 215

Item #	Item Title	Instructions
10.	Total Resources Required	Enter the total number of resources required. Add all of the "Req." fields above.
11.	Total Resources On Hand	Enter the total number of resources on hand. Add all of the "Have" fields above.
12.	Total Resources Needed	The Total Resources Needed is the difference between the Total Resources Required and the Total Resources On Hand.
13.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

RADIO REQUIREMENTS WORKSHEET						1. INCIDENT NAME		2. DATE		3. TIME	
4. BRANCH			5. AGENCY			6. OPERATIONAL PERIOD			7. TACTICAL FREQUENCY		
8. DIVISION/GROUP			DIVISION/ GROUP _____			DIVISION/ GROUP _____			DIVISION/ GROUP _____		
AGENCY _____			AGENCY _____			AGENCY _____			AGENCY _____		
9. AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS
216 ICS 3-82			PAGE			10. PREPARED BY (COMMUNICATIONS UNIT)					

RADIO REQUIREMENTS WORKSHEET (ICS FORM 216)

Purpose. The Radio Requirements Worksheet is used to develop the total number of personal portable radios required for each Division/Group and Branch. It provides a listing of all units assigned to each Division, and thus depicts the total incident radio needs.

Initiation of Form. The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Assignment Lists. This worksheet need not be used if the Communications Unit Leader can easily obtain the information directly from Assignment Lists.

Distribution. The worksheet is for internal use by the Communications Unit and therefore there is no distribution of the form.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date prepared (e.g., 09/17/1996).
3.	Time Prepared	Enter time prepared (e.g., 1530).
4.	Branch	Enter the Branch number (I, II, etc.) for which radio requirements are being prepared.
5.	Agency	Enter the three-letter designator of the agency staffing the Branch Director position (e.g., VNC, CDF, ANF, LFD, etc.).
6.	Operational Period	Enter the time interval for which the assignment applies (e.g., 9/17/96-0600 to 9/18/96-0600).
7.	Tactical Frequency	Enter the radio frequency to be used by the Branch Director to communicate with each Division/Group Supervisor in the Branch.
8.	Division/Group	Enter for each Division/Group in the Branch the Division/Group identifier (A, B, etc.) and the agency assigned (e.g., LAC, VNC, etc.).
9.	Agency/ID No./Radio Requirements	List all units assigned to each Division/Group. Record the agency designator, unit or resource identification, and total number of radios needed for each unit or resource.
10.	Prepared By	Enter the name and position of the person completing the worksheet.

RADIO REQUIREMENTS WORKSHEET						1. INCIDENT NAME T/V Hanford		2. DATE 11/13/2000		3. TIME 10:32	
4. BRANCH Air Operations			5. AGENCY			6. OPERATIONAL PERIOD 01/01/00-0600 To: 01/02/00-0600		7. TACTICAL FREQUENCY 126.4			
8. DIVISION/GROUP			DIVISION/ GROUP _____			DIVISION/ GROUP _____			DIVISION/ GROUP _____		
AGENCY _____			AGENCY _____			AGENCY _____			AGENCY _____		
9. AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS	AGENCY	ID NO.	RADIO RQMTS
	Air Ops Dir	1									
	Hel o Coord.	1									
	Air Tactical Super.	1									
	Air Support Super.	1									
216 ICS 3-82			PAGE 1 Of 1			10. PREPARED BY (COMMUNICATIONS UNIT) Mark Whitney					

SAMPLE FILLED-IN ICS FORM 216

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1. INCIDENT NAME	2. DATE	3. OPERATIONAL PERIOD (DATE/TIME) From:
------------------	---------	--

5. RADIO DATA				4. INCIDENT ORGANIZATION																								TOTAL BY REQ.		
SOURCE	FUNCTION	CH#	FREQUENCY	BRANCH	DIVISION	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	DIVISION	DIVISION	INCIDENT COMMANDER	SAFETY OFFICER	OPERATIONS SECTION CHIEF	AIR OPERATIONS	AIR TACTICAL SUPERVISOR	PLANNING SECTION CHIEF	LOGISTICS SUPPORT UNIT	BASE UNIT								COMM CENTER
6.	ID		CH#	FREQUENCY																										
A G E N C Y																														
7. TOTAL RADIOS REQUIRED																														
217 ICS																						8. PREPARED BY (NAME/POSITION)								

RADIO FREQUENCY ASSIGNMENT WORKSHEET (ICS FORM 217)

Purpose. The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocations.

Preparation. Cache radio frequencies available to the incident are listed on the form. Major agency frequencies assigned to the incident should be added to the bottom of the worksheet.

Distribution. The worksheet, prepared by the Communications Unit, is for internal use.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date	Enter date prepared (e.g., 09/17/1996).
3.	Operational Period	Enter the time interval for which the assignment applies (e.g., 9/17/96-0600 to 9/18/96-0600).
4.	Incident Organization	List frequencies allocated for each channel for each organizational element activated, record the number of radios required to perform the designated function on the specified frequency.
5.	Radio Data	For each radio cache and frequency assigned, record the associated function. Functional assignments are: a. Command b. Support c. Division tactical d. Ground-to-air
6.	Agency	List the frequencies for each major agency assigned to the incident. Also list the function and channel number assigned.
7.	Total Radios Required	Totals for each row and column are calculated automatically. This provides the number of radios required by each organizational unit and the number of radios using each available frequency.
8.	Prepared By	Enter the name and position of the person completing the worksheet.

1. INCIDENT NAME T/V Hanford	2. DATE 11/15/2000	3. OPERATIONAL PERIOD (DATE/TIME) From: To:
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Electronic version: NOAA 1.0 June 1, 2000

SAMPLE FILLED-IN ICS FORM 217

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SUPPORT VEHICLE INVENTORY (USE SEPARATE SHEET FOR EACH VEHICLE CATEGORY)			1. INCIDENT NAME		2. DATE PREPARED		3. TIME PREPARED						
VEHICLE INFORMATION													
a.	TYPE	b.	MAKE	c.	CAPACITY/SIZE	d.	AGENCY/OWNER	e.	I.D. NO.	f.	LOCATION	g.	RELEASE TIME
218 ICS 8-78			PAGE		5. PREPARED BY (GROUND SUPPORT UNIT)								

SUPPORT VEHICLE INVENTORY (ICS FORM 218)

Purpose. The Support Vehicle Inventory form provides an inventory of all transportation and support vehicles assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles on the incident. The Resources Unit uses the information to initiate and maintain status/resources information on these resources.

Preparation. The form is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles should be provided to the Resources Unit immediately.

NOTE:

- a. The Ground Support Unit Leader may prefer to use separate sheets for each type of support vehicle (e.g., buses, pickups, and food tenders).
- b. More than one line may be used to record information on each vehicle. If this is done, separate individual vehicle entries with a heavy line.
- c. Several pages may be used. When this occurs, number the pages consecutively (in the number box at bottom of form).

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Date Prepared	Enter date prepared (e.g., 09/17/1996).
3.	Time Prepared	Enter time prepared (e.g., 1530).
4.	Vehicle Information Type Make Capacity/Size Owner ID Number Location Release Time	Record the following vehicle information: a. Specific vehicle type (e.g., bus, stakeside, etc.). b. Vehicle manufacturer name (e.g., GMC, International). c. Vehicle capacity / size (e.g., 30-person bus, 3/4 ton truck). d. Owner of vehicle (agency or private owner). e. Serial or other identification number. f. Location of vehicle. g. Time vehicle is released from incident.
5.	Prepared By	Enter name of the person completing the form.

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GREEN CARD STOCK (CREW)

AGENCY	ST	KIND	TYPE	ID. NO./NAME
ORDER/REQUEST NO.		DATE/TIME CHECK IN		
HOME BASE				
DEPARTURE POINT				
LEADER NAME				
CREW ID NO./NAME (FOR STRIKE TEAMS)				
NO. PERSONNEL	MANIFEST		WEIGHT	
METHOD OF TRAVEL				
OTHER				
DESTINATION POINT				ETA
TRANSPORTATION NEEDS				
OTHER				
ORDERED DATE/TIME		CONFIRMED DATE/TIME		
REMARKS				
ICS 219-2 (Rev. 4/82) CREW NFES 1344				

AGENCY	ST	TF	KIND	TYPE	ID. NO./NAME
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					

ICS 219_2 HANDCREWS GREEN COLORED CARD

Purpose. Resource Status Cards are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. The Resource Status Cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including but not limited to:

1. ICS Briefing (ICS Form 201)
2. Check-In List (ICS Form 211)
3. Status Change Card (ICS Form 210)
4. Agency supplied information

Detailed information on preparing status cards is found in Resources Unit Position Manual (ICS 221-3).

Distribution. The cards are displayed in resource status racks where they can be easily retrieved. Cards will be retained by the Resources Unit until demobilization. At demobilization all cards **MUST** be turned into the Documentation Unit.

Item Title	Instructions
Order/Request No.	Number assigned by dispatching agency.
Home Base	Location at which Handcrew is normally located.
Departure Point	Location from which Handcrew left to reach this incident.
Crew ID No./Name (for Strike Teams)	List commonly used names or numbers to identify the crews which make up the Strike Team.
No. Personnel	Total no. of personnel (including Leader) in Crew or Strike Team.
Manifest	Was a manifest prepared for the Crew/Strike Team?
Weight	Total weight (including equipment and personal belongings) of the Crew/Strike Team.
Destination Point	Next location to which Crew/Strike Team is being sent from the incident.
Method of Travel	Enter the appropriate method of travel (e.g., own, bus, air).
Transportation Needs	Enter the appropriate transportation needs (e.g., own, bus, air).
Status	Choose the appropriate entry from the pop-up menu. If the item is O/S (out-of-service), enter the ETR (estimated time of return) in the ETR field below the Status field.

ICS 219-2 (Rev. 4/82) CREW NFES 1344

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BLUE CARD STOCK (HELICOPTER)

AGENCY	TYPE	MANUFACTURER NAME/NO.	LD. NO.
ORDER/REQUEST NO.		DATE/TIME CHECK IN	
HOME BASE			
DEPARTURE POINT			
PILOT NAME			
DESTINATION POINT			ETA
REMARKS			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
ICS 219-4 (Rev. 4/82) HELICOPTER NFES 1346			

AGENCY	TYPE	MANUFACTURER	LD. NO.
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
NFES 1346			

ICS 219_4 HELICOPTER - BLUE COLORED CARD

Purpose. Resource Status Cards are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. The Resource Status Cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including but not limited to:

1. ICS Briefing (ICS Form 201)
2. Check-In List (ICS Form 211)
3. Status Change Card (ICS Form 210)
4. Agency supplied information

Detailed information on preparing status cards is found in Resources Unit Position Manual (ICS 221-3).

Distribution. The cards are displayed in resource status racks where they can be easily retrieved. Cards will be retained by the Resources Unit until demobilization. At demobilization all cards **MUST** be turned into the Documentation Unit.

Item Title	Instructions
Order/Request No.	Number assigned by dispatching agency.
Home Base	Location at which helicopter is normally located.
Departure Point	Location from which helicopter left to reach this incident.
Destination Point	Next location to which helicopter is being sent from the incident.
Incident Location	Assigned location information on helicopters may be the same as other resources (e.g., Division A). However, location could also indicate a "general" working location (e.g., water-dropping in Branch 1; or Crew Transport – Wilson Staging Area).
Status	Choose the appropriate entry from the pop-up menu. If the item is O/S (out-of-service), enter the ETR (estimated time of return) in the ETR field below the Status field.
Manufacturer Name/No.	e.g., Bell 206

BLUE CARD STOCK (HELICOPTER)

AGENCY AAA Air Service	TYPE 2	MANUFACTURER NAME/NO. Bell 212	I.D. NO. 5454MM
ORDER/REQUEST NO. 3		DATE/TIME CHECK IN 01/01/2000 1200	
HOME BASE Seattle, WA			
DEPARTURE POINT Seattle, WA			
PILOT NAME George Sullivan			
DESTINATION POINT Command Post			ETA 1200
REMARKS			
INCIDENT LOCATION Command Post			TIME 1200
STATUS Assigned			
ETR NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR NOTE			

ICS 219-4 (Rev. 4/82) HELICOPTER NFES 1346

AGENCY AAA Air Service	TYPE 2	MANUFACTURER NAME/NO. Bell 212	I.D. NO. 5454MM
INCIDENT LOCATION			TIME
STATUS			
ETR NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR NOTE			

NFES 1346

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ORANGE CARD STOCK (AIRCRAFT)

AGENCY	TYPE	MANUFACTURER NAME/NO.	LD. NO.
ORDER/REQUEST NO.		DATE/TIME CHECK IN	
HOME BASE			
DATE TIME RELEASED			
INCIDENT LOCATION		TIME	
STATUS			
<div></div>			
ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS			
<div></div>			
ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS			
<div></div>			
ETR			
NOTE			
ICS 219-6 (4/82) AIRCRAFT			

AGENCY	TYPE	MANUFACTURER	LD. NO.
INCIDENT LOCATION			TIME
STATUS			
<div></div>			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
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ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
<div></div>			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
<div></div>			
ETR			
NOTE			
NFES 1348			

ICS 219_6 AIRCRAFT - ORANGE COLORED CARD

Purpose. Resource Status Cards are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. The Resource Status Cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including but not limited to:

1. ICS Briefing (ICS Form 201)
2. Check-In List (ICS Form 211)
3. Status Change Card (ICS Form 210)
4. Agency supplied information

Detailed information on preparing status cards is found in Resources Unit Position Manual (ICS 221-3).

Distribution. The cards are displayed in resource status racks where they can be easily retrieved. Cards will be retained by the Resources Unit until demobilization. At demobilization all cards **MUST** be turned into the Documentation Unit.

Item Title	Instructions
Order/Request No.	Number assigned by dispatching agency.
Home Base	Location at which aircraft is normally located.
Departure Point	Location from which aircraft left to reach this incident.
Destination Point	Next location to which aircraft is being sent from the incident.
Incident Location	Reflect the area of the incident to which aircraft is primarily assigned (e.g., Branch 1).
Status	Choose the appropriate entry from the pop-up menu. If the item is O/S (out-of-service), enter the ETR (estimated time of return) in the ETR field below the Status field.
Manufacturer Name/No.	e.g., Douglas DC-3

ORANGE CARD STOCK (AIRCRAFT)

AGENCY	TYPE	MANUFACTURER	I.D. NO.
USCG	1	McDonnell Douglas C130	626WBA
ORDER/REQUEST NO.		DATE/TIME CHECK IN	
2		01/02/2000 1200	
HOME BASE			
Anchorage, AK			
DATE TIME RELEASED			
01/02/2000 1200			
INCIDENT LOCATION			TIME
Chilam Country Airport			1200
STATUS			
Assigned			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
ICS 219-6 (4/82) AIRCRAFT			

AGENCY	TYPE	MANUFACTURER	I.D. NO.
USCG	1	McDonnell Douglas C130	626WBA
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
INCIDENT LOCATION			TIME
STATUS			
ETR			
NOTE			
NFES 1348			

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SAMPLE FILLED-IN ICS FORM 219-6

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YELLOW CARD STOCK (DOZERS)

AGENCY	ST	TF	KIND	TYPE	LD. NO.
ORDER/REQUEST NO.			DATE/TIME CHECK IN		
HOME BASE					
DEPARTURE POINT					
LEADER NAME					
RESOURCE ID. NO.S/NAMES					
DESTINATION POINT					ETA
REMARKS					
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					
ICS 219-7 (Rev. 4/82) DOZERS NFES 1349					

AGENCY	ST	TF	KIND	TYPE	LD. NO./NAME
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS					
ETR					
NOTE					

ICS 219_7 DOZERS - YELLOW COLORED CARD

Purpose. Resource Status Cards are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. The Resource Status Cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including but not limited to:

1. ICS Briefing (ICS Form 201)
2. Check-In List (ICS Form 211)
3. Status Change Card (ICS Form 210)
4. Agency supplied information

Detailed information on preparing status cards is found in Resources Unit Position Manual (ICS 221-3).

Distribution. The cards are displayed in resource status racks where they can be easily retrieved. Cards will be retained by the Resources Unit until demobilization. At demobilization all cards **MUST** be turned into the Documentation Unit.

Item Title	Instructions
Order/Request No.	Number assigned by dispatching agency.
Home Base	Location at which dozer is normally located.
Departure Point	Location from which dozer left to reach this incident.
Resource ID Numbers/Names	List dozer numbers and Operator names for dozers in Strike Teams. Show contractor name as appropriate.
Destination Point	Next location to which dozer is being sent from the incident.
Incident Location	Assigned location information on dozers may be the same as other resources (e.g., Division A). However, location could also indicate a "general" working location (e.g., Cajon Beach).
Status	Choose the appropriate entry from the pop-up menu. If the item is O/S (out-of-service), enter the ETR (estimated time of return) in the ETR field below the Status field.

YELLOW CARD STOCK (DOZERS)

AGENCY Cascade Equip.	ST	TF	KND Bulldozer	TYPE 1	I.D. NO. Dozer 1
ORDER/REQUEST NO. 1		DATE/TIME CHECK IN 01/02/2000 0900			
HOME BASE Forks, WA					
DEPARTURE POINT Forks, WA					
LEADER NAME Jeff Wilkes					
RESOURCE ID. NO.S/NAMES Dozer 1					
DESTINATION POINT Neah Bay					ETA 1200
REMARKS					
INCIDENT LOCATION Division B					TIME 1200
STATUS Assigned					
ETR NOTE					
ICS 219-7 (Rev. 4/82) DOZERS NFES 1349					

AGENCY Cascade Equip.	ST	TF	KND Bulldozer	TYPE 1	I.D. NO./NAME Dozer 1
INCIDENT LOCATION					TIME
STATUS					
ETR NOTE					
INCIDENT LOCATION					TIME
STATUS					
ETR NOTE					
INCIDENT LOCATION					TIME
STATUS					
ETR NOTE					

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1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____				AIR OPERATIONS SUMMARY ICS 220-OS																											
3. Distribution <input type="checkbox"/> Fixed-Wing Bases _____ <input type="checkbox"/> Helibase _____																																	
4. Personnel and Communications <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Air Operations Director</th> <th style="width: 20%;">Air / Air Frequency</th> <th style="width: 20%;">Air / Ground Frequency</th> </tr> <tr> <td>Air Operations Director</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Air Tactical Supervisor</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Air Support Supervisor</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Helicopter Coordinator</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fixed-Wing Coordinator</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>							Air Operations Director	Air / Air Frequency	Air / Ground Frequency	Air Operations Director	_____	_____	_____	Air Tactical Supervisor	_____	_____	_____	Air Support Supervisor	_____	_____	_____	Helicopter Coordinator	_____	_____	_____	Fixed-Wing Coordinator	_____	_____	_____	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities) <div style="height: 100px;"></div>			
	Air Operations Director	Air / Air Frequency	Air / Ground Frequency																														
Air Operations Director	_____	_____	_____																														
Air Tactical Supervisor	_____	_____	_____																														
Air Support Supervisor	_____	_____	_____																														
Helicopter Coordinator	_____	_____	_____																														
Fixed-Wing Coordinator	_____	_____	_____																														
6.	7.	8. Fixed-Wing		9. Helicopter		10. Time		11.	12.																								
Location / Function	Assignment	NO.	TYPE	NO.	TYPE	Available	Commence	Aircraft Assigned	Operating Base																								
13. TOTALS																																	
14. Air Operation Support Equipment					15. Prepared by _____ Date / Time _____																												
AIR OPERATIONS SUMMARY					June 2000																												
ICS 220-OS																																	

AIR OPERATIONS SUMMARY (ICS FORM 220-OS)

Purpose. The Air Operations Summary provides the Air Operations Branch with the number, type, location, and specific assignments of aircraft.

Preparation. The summary is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resource assignment information is obtained from the Operational Planning Worksheet (ICS form 215-OS). Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups.

Distribution. After the summary is completed by Air Operations personnel (except item 11), the form is given to the Air Support Group Supervisor, who completes the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Distribution	Check the block and enter the time and date when ICS form 220-OS and attachments were sent to all fixed-wing bases and helibases supporting the incident.
4.	Personnel and Communications	List the names of those assigned to each position, and the air-air and air-ground frequencies to be used.
5.	Remarks	Enter the special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
6.	Location/Function	Enter the assigned location and function of the aircraft.
7.	Assignment	Enter the scope of work the aircraft is assigned to complete.
8.	Fixed Wing	Indicate the number and type of fixed-wing aircraft available for this Location / Function.
9.	Helicopters	Indicate the number and type of helicopters available for this Location / Function.
10.	Time	Indicate when aircraft will be available for use and when operations commence (use 24 hour clock).
11.	Aircraft Assigned	Enter the designators of the aircraft assigned. Gather information from Resources Unit, helibases, and fixed-wing bases.
12.	Operating Base	Enter the base (helibase, helispot, fixed-wing base) from which each air resource is expected to initiate operations.
13.	Totals	Enter the total number of fixed-wing and helicopter aircraft assigned to the incident in the Number columns. Enter the total number of each type of aircraft assigned in the Type columns.
14.	Air Operations Support Equipment	List the designators and location of other support resources assigned to Air Operations.
15.	Prepared By	Enter name and title of the person preparing the form.

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600				AIR OPERATIONS SUMMARY ICS 220-OS																											
3. Distribution <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="checkbox"/> Fixed-Wing Bases _____ </div> <div> <input checked="" type="checkbox"/> Helibase _____ </div> <div> <input type="checkbox"/> Command Post _____ </div> </div>																																	
4. Personnel and Communications <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;">Air Operations Director</th> <th style="width: 20%; text-align: center;">Air / Air Frequency</th> <th style="width: 20%; text-align: center;">Air / Ground Frequency</th> </tr> <tr> <td>Air Operations Director</td> <td><u>Steven Croy</u></td> <td><u>144.1</u></td> <td><u>144.5</u></td> </tr> <tr> <td>Air Tactical Supervisor</td> <td><u>Bob Anderson</u></td> <td><u>144.1</u></td> <td><u>144.5</u></td> </tr> <tr> <td>Air Support Supervisor</td> <td><u>Kelly Johnson</u></td> <td><u>144.1</u></td> <td><u>144.5</u></td> </tr> <tr> <td>Helicopter Coordinator</td> <td><u>Bob Hill</u></td> <td><u>144.1</u></td> <td><u>144.5</u></td> </tr> <tr> <td>Fixed-Wing Coordinator</td> <td><u>Sam Davis</u></td> <td><u>144.1</u></td> <td><u>144.5</u></td> </tr> </table>							Air Operations Director	Air / Air Frequency	Air / Ground Frequency	Air Operations Director	<u>Steven Croy</u>	<u>144.1</u>	<u>144.5</u>	Air Tactical Supervisor	<u>Bob Anderson</u>	<u>144.1</u>	<u>144.5</u>	Air Support Supervisor	<u>Kelly Johnson</u>	<u>144.1</u>	<u>144.5</u>	Helicopter Coordinator	<u>Bob Hill</u>	<u>144.1</u>	<u>144.5</u>	Fixed-Wing Coordinator	<u>Sam Davis</u>	<u>144.1</u>	<u>144.5</u>	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)			
	Air Operations Director	Air / Air Frequency	Air / Ground Frequency																														
Air Operations Director	<u>Steven Croy</u>	<u>144.1</u>	<u>144.5</u>																														
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Fixed-Wing Coordinator	<u>Sam Davis</u>	<u>144.1</u>	<u>144.5</u>																														
6. Location / Function	7. Assignment	8. Fixed-Wing		9. Helicopter		10. Time		11. Aircraft Assigned	12. Operating Base																								
		NO.	TYPE	NO.	TYPE	Available	Commence																										
CP/ Overflights	Overflights			1	Dauphine	0700	0800	USCG 1	CP																								
13. TOTALS				1																													
14. Air Operation Support Equipment					15. Prepared by Steven Croy Air Ops Dir.																												
					Date / Time 11/13/2000 10:41																												
AIR OPERATIONS SUMMARY					June 2000 <div style="float: right;">ICS 220-OS</div>																												

Electronic version: NOAA 1.0 June 1, 2000

SAMPLE FILLED-IN ICS FORM 220

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1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	DEMOB. CHECK-OUT ICS 221-OS
3. Unit / Personnel Released		4. Release Date / Time
5. Unit / Personnel You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es))		
<p>Logistics Section</p> <p><input type="checkbox"/> Supply Unit _____</p> <p><input type="checkbox"/> Communications Unit _____</p> <p><input type="checkbox"/> Facilities Unit _____</p> <p><input type="checkbox"/> Ground Unit _____</p> <p>Planning Section</p> <p><input type="checkbox"/> Documentation Unit _____</p> <p>Finance / Admin. Section</p> <p><input type="checkbox"/> Time Unit _____</p> <p>Other</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>		
6. Remarks _____ _____ _____ _____		
7. Prepared by: _____ Date / Time _____		
DEMOB. CHECK-OUT		

DEMOB. CHECK-OUT (ICS FORM 221-OS)

Purpose. This form provides the Planning Section information on resource releases from the incident.

Preparation. The Demobilization Unit Leader or the Planning Section initiates this form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is no longer needed.

Distribution. The individual resource will have the unit leader initial the appropriate box(es) in item 5 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Strike Team / Unit / Personnel Released	Enter name of Strike Team, Unit or personnel being released.
4.	Release Date/Time	Enter date (month, day, year) and time (24-hour clock) of anticipated release.
5.	Strike Team / Unit / Personnel	Demobilization Unit Leader will enter an "X" in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. NOTE: Blank boxes are provided for any additional unit requirements as needed, (e.g., Safety Officer, Agency Rep., etc.)
6.	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.).
7.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford	2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600	DEMOB. CHECK-OUT ICS 221-OS
3. Unit / Personnel Released Environmental Unit Leader / Ellen Taylor	4. Release Date / Time 01/07/2000 / 2100	
5. Unit / Personnel <p>You and your resources have been released, subject to signoff from the following: (Demob. Unit Leader "X" appropriate box(es))</p> <p>Logistics Section</p> <p> <input type="checkbox"/> Supply Unit _____ <input type="checkbox"/> Communications Unit _____ <input type="checkbox"/> Facilities Unit _____ <input type="checkbox"/> Ground Unit _____ </p> <p>Planning Section</p> <p> <input type="checkbox"/> Documentation Unit _____ </p> <p>Finance / Admin. Section</p> <p> <input type="checkbox"/> Time Unit _____ </p> <p>Other</p> <p> <input checked="" type="checkbox"/> Env. Unit _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ </p>		
6. Remarks <hr/> <hr/> <hr/> <hr/>		
7. Prepared by: Marie Miller		Date / Time 11/15/00 12:05
DEMOB. CHECK-OUT June 2000 ICS 221-OS		

SAMPLE FILLED-IN ICS FORM 221

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1. Incident Name		2. Operational Period (Date / Time) From: _____ To: _____		DAILY MEETING SCHEDULE ICS 230-OS	
3. Meeting Schedule (Commonly-held meetings are included)					
Date / Time	Meeting Name	Purpose	Attendees	Location	
	Tactics Meeting	Develop primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, EUL, RUL & SUL		
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC		
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div. Sups., Task Force/Strike Team Leaders and Unit Leaders		
	Unified Command Objectives Meeting	Review / identify objectives for the next operational period.	Unified Command members		
4. Prepared by: (Situation Unit Leader)			Date / Time		
DAILY MEETING SCHEDULE			June 2000		ICS 230-OS

DAILY MEETING SCHEDULE (ICS FORM 230-OS)

Purpose. The Daily Meeting Schedule records information about the daily scheduled meeting activities.

Preparation. This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

Distribution. After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		DAILY MEETING SCHEDULE ICS 230-OS	
3. Meeting Schedule (Commonly-held meetings are included)					
Date / Time	Meeting Name	Purpose	Attendees	Location	
1000	201 Briefing	Situation Update	All	Command Post	
1300	Tactics Meeting	Develop primary & alternate strategies to meet Incident Objectives for the next Op. Period	PSC, OPS, LSC, EUL, RUL & SUL	Command Post	
1400	Pre-Press Briefing Meeting	Review updated info on incident	FOSC, SOSC, RPIC, SUL, EUL, Info. Officer, JIC	Command Post	
1500	Press Briefing	Update public	FOSC, SOSC, RPIC, SUL, EUL, Info. Officer, JIC	Command Post	
1800	Planning Meeting	Review status, finalize strategies, & assignments to meet Inc. Objectives for the next Op. Period	Determined by the IC/UC	Command Post	
	Operations Briefing	Present IAP & assignments to the Supervisors / Leaders for next Op. Period	IC/UC, Cmd Staff, Gen Staff, Branch Dir, Div. Sups., Task Force/Strike Team Ldrs & Unit Ldrs		
1100	Unified Command Objectives Meeting	Review / identify objectives for the next operational period	Unified Command members	Command Post	
4. Prepared by: (Situation Unit Leader) Anita Parks			Date / Time 11/13/2000 10:46		
DAILY MEETING SCHEDULE		June 2000		ICS 230-OS	

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1. Incident Name	2. Meeting Date / Time	MEETING SUMMARY ICS 231-OS
3. Meeting Name		
4. Meeting Location		
5. Facilitator		
6. Attendees		
7. Notes (with summary of decisions and action items)		
8. Prepared by: _____ Date / Time _____		
MEETING SUMMARY		ICS 231-OS

June 2000

MEETING SUMMARY (ICS FORM 231-OS)

Purpose. The Meeting Summary provides more detailed information concerning the attendees and notes from a particular meeting.

Preparation. This form is prepared under the direction of the facilitator of the meeting and coordinated through the Unified Command.

The following lists the usual facilitator for each meeting:

Unified Command Meeting - Facilitated by a member of the Unified Command.

Initial Incident ICS 201 Briefing - Facilitated by the initial Incident Commander.

Tactics Meeting - Facilitated by the Planning Section Chief.

Planning Meeting - Facilitated by the Planning Section Chief.

Operations Briefing - Facilitated by the Planning Section Chief.

Command Staff Meeting - Facilitated by a member of the Unified Command.

Business Management Meeting - Facilitated by a member of the Unified Command.

Agency Representative Meeting - Facilitated by the Liaison Officer.

Press Briefing - Facilitated by the Information Officer.

Distribution. After completion and approval by Unified Command, the Situation Unit Leader will distribute a copy of the Meeting Summary to the attendees and post it at the Situation Display. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Meeting Date/Time	Enter date and time of meeting.
3.	Meeting Name	Enter name of meeting.
4.	Meeting Location	Enter location of meeting.
5.	Facilitator	Enter the name and position of the meeting facilitator.
6.	Attendees	List the personnel who need to attend the meeting.
7.	Notes	List a summary of decisions and action items addressed in the meeting.
8.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford	2. Meeting Date / Time 01/01/2000 1400:00	MEETING SUMMARY ICS 231-OS
3. Meeting Name Pre-Press Briefing Meeting		
4. Meeting Location Command Post		
5. Facilitator Information Officer		
6. Attendees FOSC, SOSC, RPIC, SUL, EUL, Info. Officer, JIC		
7. Notes (with summary of decisions and action items) Reviewed Response Objectives Situation updated provided by SUL, EUL FOSC, SOSC, RPIC determined to limit briefing to one half hour.		
8. Prepared by: Anita Parks		Date / Time 11/13/2000 10:51
MEETING SUMMARY		ICS 231-OS

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1. Incident Name		2. Operational Period (Date / Time) From: To:		RESOURCES AT RISK SUMMARY ICS 232-OS	
3. Environmentally-Sensitive Areas and Wildlife Issues					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
Narrative <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
4. Archaeo-cultural and Socio-economic Issues					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
Narrative <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
5. Prepared by: (Environmental Unit Leader)			Date / Time		
RESOURCES AT RISK SUMMARY			June 2000		ICS 232-OS

RESOURCES AT RISK SUMMARY (ICS FORM 232-OS)

Purpose. The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be transferred to ICS form 232a-OS, which acts as a key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

Preparation. The Environmental Unit Leader, with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

Distribution. This form must be forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Environmentally-Sensitive Area and Wildlife Issues Site Number	Enter site number, priority as it is related to degree of sensitivity, site location, and description. Use the Narrative section to clarify any issues.
	Priority Site Name and/or Physical Location Site Issues	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident. Priority specific to this incident.
4.	Archaeo-cultural and Socio-economic Issues	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.). Environmental concerns associated with this site and season. Enter name and position of person preparing form, and the date and time prepared. Normally would be the Environmental Unit Leader. Can come from an ACP/GRP or can be created during an incident.
	Site Number Priority Site Name and/or Physical Location Site Issues	Priority specific to this incident. Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.). Archaeo-cultural or socio-economic concerns associated with this site and season.
5.	Prepared By	Enter name and title of the person preparing the form (normally the Environmental Unit Leader).
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		RESOURCES AT RISK SUMMARY ICS 232-OS	
3. Environmentally-Sensitive Areas and Wildlife Issues					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
S8	A	Seki u River	Critical salmon habitat		
S9	A	Hoko River	Critical salmon habitat		
S13B	A	Bullman Creek	Critical salmon habitat		
S13C	A	Rasmussen Creek	Critical salmon habitat		
S13D	A	Jansen Creek	Critical salmon habitat		
S13E	A	Olsen Creek	Critical salmon habitat		
Narrative <u>These areas must be protected as the oil can be acutely toxic to salmonids.</u> 					
4. Archaeo-cultural and Socio-economic Issues					
Site #	Priority	Site Name and/or Physical Location	Site Issues		
S13B	A	Bullman Creek	Ancient Native American fishing area Nearby		
Narrative 					
5. Prepared by: (Environmental Unit Leader) Ellen Taylor			Date / Time 11/10/2000 11:55		
RESOURCES AT RISK SUMMARY		June 2000		ICS 232-OS	

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ACP SITE INDEX (ICS FORM 232a-OS)

Special Note. This optional form is designed to be a key to the site numbers or site names shown on the Situation Map. The information on priorities for environmentally-sensitive areas and archaeo-cultural and socio-economic issues from the ICS form 232-OS may be transferred to ICS form 232a-OS, which provides more information on the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers or names shown on the Situation Map.

Purpose. If used, this form is posted next to the Situation Map, providing a key to the ACP/GRP sites shown on the map.

Preparation. The Situation Unit personnel responsible for the Situation Map prepare this form, using ICS form 232-OS prepared by the Environmental Unit.

Distribution. This form is posted next to the Situation Map and copies of this form should accompany any distributed copies of the Situation Map. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Index to ACP/GRP sites shown on Situation Map	Enter site information from the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or other sources specific to this incident.
	Site Number	Can come from an Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident.
	Site Name and/or Physical Location	Name of the site (e.g., Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g., address, lat/long, landmarks, etc.).
	Action	Actions to be taken for designated protection and collection strategies or for other sites identified specifically for this incident.
	Status	Status of site action implementation (e.g., scheduled, in progress, completed).
4.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford		2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600		ACP Site Index ICS 232a-OS
3. Index to ACP/GRP sites shown on Situation Map				
Site #	Priority	Site Name and/or Physical Location	Action	Status
S1	A	Offshore	Open water skimming	In Prgrss.
S2	A	Cape Flattery	In-situ burning	Schedld.
S3	A	Cape Flattery	Open water skimming	In Prgrss.
S8	A	Sekiu River	Exclusion Prevent oil from entering river mouth	In Prgrss.
S9	A	Hoko River	Exclusion Prevent oil from entering river mouth	In Prgrss.
S13 B	A	Bullman Creek	Exclusion Prevent oil from entering creek mouth	Schedld.
S13 C	A	Rasmussen Creek	Exclusion Prevent oil from entering creek mouth	Schedld.
S13 D	A	Jansen Creek	Exclusion Prevent oil from entering creek mouth	Schedld.
S13 E	A	Olsen Creek	Exclusion Prevent oil from entering creek mouth	Schedld.
Note: This form is designed to be posted next to the situation map. Use additional sheets, as needed.				
4. Prepared by: Ellen Taylor Env. Unit Leader			Date / Time 01/01/00 1200: 0	
ACP Site Index		June 2000		ICS 232a-OS

Electronic version: NOAA 1.0 June 1, 2000

SAMPLE FILLED-IN ICS FORM 232A

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1. Incident Name	2. Operational Period to be covered by IAP (Date / Time) From: _____ To: _____	IAP COVER SHEET
3. Approved by: <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">FOSC</div> <div style="width: 85%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">SOSC</div> <div style="width: 85%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">RPIC</div> <div style="width: 85%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border-bottom: 1px solid black;"></div> <div style="width: 85%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border-bottom: 1px solid black;"></div> <div style="width: 85%; border-bottom: 1px solid black;"></div> </div>		
<h2 style="margin: 0;">INCIDENT ACTION PLAN</h2> <p style="margin: 10px 0;">The items checked below are included in this Incident Action Plan:</p> <div style="margin-bottom: 10px;"> <input type="checkbox"/> ICS 202-OS (Response Objectives) </div> <hr/> <div style="margin-bottom: 10px;"> <input type="checkbox"/> ICS 203-OS (Organization List) - OR - ICS 207-OS (Organization Chart) </div> <hr/> <div style="margin-bottom: 10px;"> <input type="checkbox"/> ICS 204-OSs (Assignment Lists) One Copy each of any ICS 204-OS attachments: <div style="margin-left: 20px;"> <input type="checkbox"/> Map <input type="checkbox"/> Weather forecast <input type="checkbox"/> Tides <input type="checkbox"/> Shoreline Cleanup Assessment Team Report for location <input type="checkbox"/> Previous day's progress, problems for location </div> </div> <hr/> <div style="margin-bottom: 10px;"> <input type="checkbox"/> ICS 205-OS (Communications List) </div> <hr/> <div style="margin-bottom: 10px;"> <input type="checkbox"/> ICS 206-OS (Medical Plan) </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> _____ </div>		
<div style="display: flex; justify-content: space-between;"> <div>4. Prepared by:</div> <div>Date / Time</div> </div>		
<div style="display: flex; justify-content: space-between;"> <div>IAP COVER SHEET</div> <div>June 2000</div> </div>		

IAP COVER SHEET

Special Note. This optional form acts as a cover sheet for the completed Incident Action Plan (IAP) described below. Two versions of this cover sheet are included; either can be used. One version includes check boxes for forms included in the IAP, while the other version leaves a large blank area for user comments or graphics.

Purpose. An Incident Action Plan (IAP) contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. The Unified Command, Command Staff, and General Staff develop the IAP. When all attachments are included, the plan:

- specifies the objectives for the next operational period;
- defines the work assignments for the next operational period, including extracts of site-specific safety messages (Note: the Site Safety Plan is generally a stand-alone document and is not included in the IAP);
- defines the resources needed to accomplish the work order;
- depicts how all response personnel are to be organized;
- lists radio and telephone communications for all incident personnel;
- specifies a medical plan to follow in case of a responder emergency;
- identifies resources at risk.

Preparation. The Planning Section Chief compiles the IAP, with key tactical input from the Operations Section Chief. The Plan is to be completed following each Planning Meeting. The plan should be approved and signed by each member of the Unified Command.

Distribution. Sufficient copies of the IAP will be reproduced and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit Leader levels. The original IAP MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Approved by	Signatures of approval must be obtained from each Unified Commander.
	Inclusion List (if used)	Mark "X" for each item that is included in Plan.
4.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period to be covered by IAP (Date / Time) From: _____ To: _____	IAP COVER SHEET
3. Approved by: FOSC _____ SOSC _____ RPIC _____ _____ _____		
<h1>INCIDENT ACTION PLAN</h1>		
4. Prepared by: _____		Date / Time _____
IAP COVER SHEET June 2000		

IAP COVER SHEET

Special Note. This optional form acts as a cover sheet for the completed Incident Action Plan (IAP) described below. Two versions of this cover sheet are included; either can be used. One version includes check boxes for forms included in the IAP, while the other version leaves a large blank area for user comments or graphics.

Purpose. An Incident Action Plan (IAP) contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. The Unified Command, Command Staff, and General Staff develop the IAP. When all attachments are included, the plan:

- specifies the objectives for the next operational period;
- defines the work assignments for the next operational period, including extracts of site-specific safety messages (Note: the Site Safety Plan is generally a stand-alone document and is not included in the IAP);
- defines the resources needed to accomplish the work order;
- depicts how all response personnel are to be organized;
- lists radio and telephone communications for all incident personnel;
- specifies a medical plan to follow in case of a responder emergency;
- identifies resources at risk.

Preparation. The Planning Section Chief compiles the IAP, with key tactical input from the Operations Section Chief. The Plan is to be completed following each Planning Meeting. The plan should be approved and signed by each member of the Unified Command.

Distribution. Sufficient copies of the IAP will be reproduced and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit Leader levels. The original IAP MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Approved by	Signatures of approval must be obtained from each Unified Commander.
4.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford	2. Operational Period to be covered by IAP (Date / Time) From: 01/02/00-0600 To: 01/03/00-0600	IAP COVER SHEET
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3. Approved by:
 FOSC CAPT Dave Williams
 SOSC Linda Davis
 RPIC Don Harper

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

☒

ICS 202-OS (Response Objectives)

☒

ICS 203-OS (Organization List) - OR - ICS 207-OS (Organization Chart)

☒

ICS 204-OSs (Assignment Lists)
 One Copy each of any ICS 204-OS attachments:

☐ Map
☐ Weather forecast
☐ Tides
☐ Shoreline Cleanup Assessment Team Report for location
☐ Previous day's progress, problems for location

☒

ICS 205-OS (Communications List)

☒

ICS 206-OS (Medical Plan)

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

4. Prepared by: Dana Smith	Date / Time 11/10/00 12:06
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IAP COVER SHEET
June 2000

SAMPLE FILLED-IN ICS FORM IAPCVR-A

1. Incident Name T/V Hanford		2. Operational Period to be covered by IAP (Date / Time) From: 12/13/00-1800 To: 12/14/00-1800		IAP COVER SHEET	
3. Approved by: <div> <div>FOSC</div> <div>SOSC</div> <div>RPIC</div> <div></div> <div></div> </div>					
<div> <div>INCIDENT ACTION PLAN</div> <div>The items checked below are included in this Incident Action Plan:</div> <div> <div> <input checked="" type="checkbox"/> ICS 202-OS (Response Objectives) </div> <div> <input checked="" type="checkbox"/> ICS 203-OS (Organization List) - OR - ICS 207-OS (Organization Chart) </div> <div> <input checked="" type="checkbox"/> ICS 204-OSs (Assignment Lists) One Copy each of any ICS 204-OS attachments: <div> <div> <input checked="" type="checkbox"/> Map <input checked="" type="checkbox"/> Weather forecast <input checked="" type="checkbox"/> Tides <input type="checkbox"/> Shoreline Cleanup Assessment Team Report for location <input type="checkbox"/> Previous day's progress, problems for location </div> </div> </div> <div> <input checked="" type="checkbox"/> ICS 205-OS (Communications List) </div> <div> <input checked="" type="checkbox"/> ICS 206-OS (Medical Plan) </div> <div> <input checked="" type="checkbox"/> Vehicle Traffic Plan </div> <div> <input checked="" type="checkbox"/> Vessel Traffic Plan </div> <div> <input checked="" type="checkbox"/> Waste Disposal Plan </div> <div> <input checked="" type="checkbox"/> Decon Plan </div> <div> <input checked="" type="checkbox"/> Trajectory (3 ea) </div> <div> <input checked="" type="checkbox"/> Overflight map (enviro) </div> </div> </div>					
4. Prepared by: Dana Smith				Date / Time 12/13/00 15:41	
IAP COVER SHEET <div>June 2000</div>					

1. Incident Name T/V Hanford	2. Operational Period to be covered by IAP (Date / Time) From: 01/02/00-0600 To: 01/03/00-0600	IAP COVER SHEET
3. Approved by: FOSC <u>CAPT Dave Williams</u> SOSC <u>Linda Davis</u> RPIC <u>Don Harper</u> _____ _____		
<h1>INCIDENT ACTION PLAN</h1>		
4. Prepared by: Dana Smith		
Date / Time 11/10/2000 12:08		
IAP COVER SHEET		

SAMPLE FILLED-IN ICS FORM IAPCVR-B

1. Incident Name T/V Hanford	2. Operational Period to be covered by IAP (Date / Time) From: 12/13/00-1800 To: 12/14/00-1800	IAP COVER SHEET
3. Approved by: FOSC _____ SOSC _____ RPIC _____ _____ _____		
INCIDENT ACTION PLAN		
4. Prepared by: Dana Smith		Date / Time 12/13/2000 15:34
IAP COVER SHEET		June 2000

EXECUTIVE SUMMARY

Purpose. The Executive Summary communicates significant response issues during the current operational period, summarizing the daily activities for all sections in a brief format to Senior Managers, Administrators, Senior Agency Staff, and Civic Leaders.

Preparation. The Situation Unit Leader prepares this form with input from Section Chiefs. Final authorization is provided by the Unified Command prior to dissemination outside the ICS organization.

Distribution. After authorization by the Unified Command, the Documentation Unit Leader will duplicate and post a copy on the Situation Status Display Board in the Command Post. Single copies may then be distributed to the Unified Command, Command Staff, Joint Information Center, and Section Chiefs. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Operations	Operations Section Chief will summarize the tactical accomplishments for the previous operational period.
4.	Environmental	Environmental Unit Leader will summarize any significant impacts identified or mitigated during the previous operational period.
5.	Planning	Planning Section Chief will summarize the critical actions to be carried out during the next operational period.
6.	Other	Situation Unit Leader will indicate any anomalies to previous Executive Summaries, special meetings, community impacts, or items of special interest.
7.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name T/V Hanford	2. Operational Period (Date / Time) From: 01/01/00-0600 To: 01/02/00-0600	EXECUTIVE SUMMARY
3. Operations Sites S-8, S-9, S13B, S-13C were boomed. Skimmers working sites S-1, S-3.		
4. Environmental Began establishing wildlife recovery and rehab sites and protocols.		
5. Planning Cleanup crews ordered. Expedited HAZWOPER training waiver requested and approved.		
6. Other		
7. Prepared by Anita Parker	Date / Time 11/13/2000 10:34	
EXECUTIVE SUMMARY		June 2000

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1. Incident Name		GENERAL PLAN															
2. Prepared By		Date / Time Prepared		3. Operational Period (Date / Time)													
				From:						To:							
4. Notification (Date and time completed)				5. Response Initiation (Date and time completed)													
6. Plan Item	Timeframe ==> (Enter days or weeks)																
Site Characterization, Forecasts, and Analysis																	
Site Safety																	
Site Security																	
Source Stabilization, Salvage, and Lightering																	
Surveillance																	
On Water Containment and Recovery																	
Sensitive Areas / Resources at Risk																	
Alternative Response Technology																	
Shoreline Protection and Recovery																	
Wildlife Protection and Rehabilitation																	
Logistics Support																	
Response Organization																	
Communications																	
Public Information																	
Financial Management and Cost Documentation																	
NRDA and Claims																	
Training																	
Information Management																	
Restoration / Mitigation																	
Waste Management																	
Demobilization																	
				June 2000						GENERAL PLAN							

GENERAL PLAN-OS

Purpose. The General Plan form displays the progress and planned start and end dates for various incident response activities. Some standard activities have been listed on the form and blank lines are provided at the bottom of the form for planning and tracking additional incident-specific activities.

Preparation. The Planning Section completes the General Plan form when requested by the Unified Command.

Distribution. The General Plan form will be given to the Unified Command and all General Staff as part of the incident summary. All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Prepared By	Enter the name of the Planning Section Chief completing the form.
3.	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
4.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
5.	Notification	Enter the date and time that required notifications were completed.
6.	Response Initiation Plan Item and Timeframe	Enter the date and time that the Response Initiation is completed. Enter specific dates, or day number or week number in the top row to indicate the timeframe being covered by this form. Then enter either descriptive text or shading to the right of each activity to indicate the beginning and estimated end for that activity during this incident response.

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INITIAL INCIDENT INFORMATION		INCIDENT NAME		Information as of:		
				Date	Time	
NAME OF PERSON REPORTING THE INCIDENT						
Call-Back Number(s) of person reporting the incident:						
VESSEL/FACILITY INFORMATION AND POINTS OF CONTACT						
Vessel / Facility Name:			Number of people onboard/on site:			
Location:						
Type of Vessel / Facility:						
Contact / Agent:			Phone:			
Owner:			Phone:			
Operator / Charterer:			Phone:			
VESSEL SPECIFIC INFORMATION						
Last Port of Call:		Destination:		Flag:		
Particulars:	Length:	Ft.	Tonnage (Gross/Net/DWT):	Draft Fwd:	Aft:	
Year Built:						
Type of Hull: <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double-Bottom <input type="checkbox"/> Double-Sided						
Hull Material:						
Type of Propulsion: <input type="checkbox"/> Diesel <input type="checkbox"/> Steam <input type="checkbox"/> Gas Turbine <input type="checkbox"/> Nuclear <input type="checkbox"/> Other						
Petroleum Products or Crude Oil <input type="checkbox"/> Yes <input type="checkbox"/> No						
Type of Cargo:			Total Number of Tanks on Vessel:			
Total Quantity:		Barrels x 42=	Gallons	Total Capacity:	Barrels	
Type of Fuel:			Quantity on Board:		Barrels	
INCIDENT INFORMATION						
Location:			Lat/Long:			
Type of Casualty: <input type="checkbox"/> Grounding <input type="checkbox"/> Collision <input type="checkbox"/> Allision <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Other						
Number of Tanks Impacted:			Total Capacity of Affected Tanks:			
Material(s) Spilled:			Viscosity:			
Estimated Quantity Spilled:			(<input type="checkbox"/> Gallons / <input type="checkbox"/> Barrels)			
Classification:			<input type="checkbox"/> Minor <input type="checkbox"/> Medium <input type="checkbox"/> Major			
Source Secured?: <input type="checkbox"/> Yes <input type="checkbox"/> No			If Not, Estimated Spill Rate: <input type="checkbox"/> Barrels <input type="checkbox"/> Gallons / Hour			
Notes:						
INCIDENT STATUS						
Injuries/Casualties:					<input type="checkbox"/> SAR Underway	
Vessel Status: <input type="checkbox"/> Sunk <input type="checkbox"/> Aground <input type="checkbox"/> Dead in Water						
Set and Drift:						
<input type="checkbox"/> Anchored <input type="checkbox"/> Berthed <input type="checkbox"/> Under Tow			Estimated Time to Dock / Anchor:			
<input type="checkbox"/> Enroute to Anchorage / Berth Under Own Power			Estimated Time of Arrival:			
<input type="checkbox"/> Holed: <input type="checkbox"/> Above Waterline <input type="checkbox"/> Below Waterline <input type="checkbox"/> At Waterline			Approximate Size of Hole:			
<input type="checkbox"/> Fire: <input type="checkbox"/> Extinguished <input type="checkbox"/> Burning			<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene			
<input type="checkbox"/> Flooding: <input type="checkbox"/> Dewatering <input type="checkbox"/> Lightering			<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene			
<input type="checkbox"/> List: <input type="checkbox"/> Port <input type="checkbox"/> Starboard			Degrees: <input type="checkbox"/> Trim: <input type="checkbox"/> Bow <input type="checkbox"/> Stern			
ENVIRONMENTAL INFORMATION						
Wind Speed:	Knots	Wind Direction:	Air Temperature:	F°	Water Temperature:	
Wave Height:	Feet	Wave Direction:	Conditions:		Tide: <input type="checkbox"/> Slack <input type="checkbox"/> Flood <input type="checkbox"/> Ebb	
Current:	Knots	Current Direction:			High Tide at:	Hours
Swell Height:	Feet	Swell Direction:			Low Tide at:	Hours
Prepared By:			Date / Time Prepared			
			June 2000			
INITIAL INCIDENT INFORMATION						

Electronic version: NOAA 1.0 June 1, 2000

INITIAL NOTIFICATION INCIDENT INFORMATION

Purpose. The Incident Information form provides the Incident Commander (and the Command and General Staff assuming command of the incident) with basic information regarding the incident situation and conditions.

Preparation. The initial Incident Information form is prepared by the responder receiving the first call reporting the incident. Subsequent updates to the form would be made by the Situation Unit.

Distribution. The initial form will be given to the Incident Commander. When updated, the Planning Section Chief will duplicate the Incident Information form and post a copy at the Situation Display in the Command Post. Single copies may then be distributed to the Command Staff, Section Chiefs, and Joint Information Bureau. All completed original forms MUST be given to the Documentation Unit.

Item Title	Instructions
All items	Enter information appropriate for all relevant items.

INITIAL INCIDENT INFORMATION		INCIDENT NAME		Information as of:	
		T/V Hanford		Date 11/10/	Time 10:25
NAME OF PERSON REPORTING THE INCIDENT Thomas Barber					
Call-Back Number(s) of person reporting the incident: 555-555-1212					
VESSEL/FACILITY INFORMATION AND POINTS OF CONTACT					
Vessel / Facility Name: T/V Hanford			Number of people onboard/on site: 15		
Location: Strait of Juan de Fuca					
Type of Vessel / Facility: Tanker					
Contact / Agent: Brady Timmons			Phone: 55-5555-1212		
Owner: Don Harper			Phone: 555-555-1212		
Operator / Charterer:			Phone: 555-555-1212		
VESSEL SPECIFIC INFORMATION					
Last Port of Call: Val dez, AK		Destination: Ferndale, WA		Flag: Liberia	
Particulars: Length: 800 Ft.		Tonnage (Gross/Net/DWT): 100		Draft Fwd: 30 Aft: 40 Year Built: 1980	
Type of Hull: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Double-Bottom <input type="checkbox"/> Double-Sided					
Hull Material: Steel					
Type of Propulsion: <input checked="" type="checkbox"/> Diesel <input type="checkbox"/> Steam <input type="checkbox"/> Gas Turbine <input type="checkbox"/> Nuclear <input type="checkbox"/> Other					
Petroleum Products or Crude Oil <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Type of Cargo: ANS Crude		Total Number of Tanks on Vessel: 20			
Total Quantity: 100,000 Barrels x 42= 4,200,000 Gallons		Total Capacity: 300,000 Barrels			
Type of Fuel: Diesel		Quantity on Board: 300,000 Barrels			
INCIDENT INFORMATION					
Location: Strait of Juan de Fuca		Lat/Long: 48°20'N, 124°30'W			
Type of Casualty: <input checked="" type="checkbox"/> Grounding <input type="checkbox"/> Collision <input type="checkbox"/> Allision <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Other					
Number of Tanks Impacted: 7 Total Capacity of Affected Tanks: 105,000 BBL					
Material(s) Spilled: ANS Crude		Viscosity: 26.4 API			
Estimated Quantity Spilled: 100,000 (<input type="checkbox"/> Gallons <input checked="" type="checkbox"/> Barrels)		Classification: <input type="checkbox"/> Minor <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Major			
Source Secured?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If Not, Estimated Spill Rate: 1,000 <input checked="" type="checkbox"/> Barrels <input type="checkbox"/> Gallons / Hour			
Notes:					
INCIDENT STATUS					
Injuries/Casualties: None		<input type="checkbox"/> SAR Underway			
Vessel Status: <input type="checkbox"/> Sunk <input checked="" type="checkbox"/> Aground <input type="checkbox"/> Dead in Water Set and Drift:					
<input type="checkbox"/> Anchored <input type="checkbox"/> Berthed <input type="checkbox"/> Under Tow		Estimated Time to Dock / Anchor:			
<input type="checkbox"/> Enroute to Anchorage / Berth Under Own Power		Estimated Time of Arrival:			
<input checked="" type="checkbox"/> Holed: <input type="checkbox"/> Above Waterline <input checked="" type="checkbox"/> Below Waterline <input type="checkbox"/> At Waterline		Approximate Size of Hole: 500 feet			
<input type="checkbox"/> Fire: <input type="checkbox"/> Extinguished <input type="checkbox"/> Burning		<input type="checkbox"/> Assistance Enroute <input type="checkbox"/> Assistance On-Scene			
<input checked="" type="checkbox"/> Flooding: <input type="checkbox"/> Dewatering <input checked="" type="checkbox"/> Lightering		<input type="checkbox"/> Assistance Enroute <input checked="" type="checkbox"/> Assistance On-Scene			
<input type="checkbox"/> List: <input type="checkbox"/> Port <input type="checkbox"/> Starboard Degrees:		<input type="checkbox"/> Trim: <input type="checkbox"/> Bow <input type="checkbox"/> Stern Degrees:			
ENVIRONMENTAL INFORMATION					
Wind Speed: 5 Knots	Wind Direction: ENE	Air Temperature: 40 F°	Water Temperature: 45 F°		
Wave Height: 1 Feet	Wave Direction: E	Conditions:	Tide: <input type="checkbox"/> Slack <input type="checkbox"/> Flood <input checked="" type="checkbox"/> Ebb		
Current: 2 Knots	Current Direction: W		High Tide at: 1700 Hours		
Swell Height: 1 Feet	Swell Direction: E		Low Tide at: 2300 Hours		
Prepared By: ENS James		Date / Time Prepared: 11/10/2000 10:25		June 2000 INITIAL INCIDENT INFORMATION	

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